

Employees are required to use direct deposit (i.e., the College sends all pay (and expense reimbursement) directly to bank account(s)). In Workday, direct deposit is referred to as a “payment election”. Employees set up initial payment election(s) when they proceed through the New Hire Onboarding process.

### To change a payment election/bank account

On the Workday Home page, click on the **Benefits and Pay** app. Within the **Tasks and Reports** section, click on the **Payment Elections** link.

Your previous elections will be displayed under accounts.

To change an **existing account number**, click on the EDIT icon for the applicable Account and make your changes (e.g., change the name of the account, the account number, etc.).

Account Nickname	Country	Bank Name	Account Type	Account Number	
ATL ****	United States of America	ATLANTIC REGIONAL FCU	Checking	***	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">View</a>
ATLA *****	United States of America	ATLANTIC REGIONAL FCU	Savings	***	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">View</a>

Click Ok

When changing account information, all payment elections that use the account are updated automatically

To change the **amount of funds** going into an account, click on Edit icon within the **Payment Elections** grid area.

Pay Type	Payment Type	Account	Account Number	Distribution	
Expense	Direct Deposit	ATL ****	****	Balance Yes	<a href="#">Edit</a>
Regular Payroll	Direct Deposit	Atlanti ****	****	Amount 500.00	<a href="#">Edit</a>

Change the **Amount** for this account and click OK.

Order	Country	Currency	Payment Type	Account	Balance / Amount / Percent
	United States of America	USD	Direct Deposit	Atlanti ****	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="500.00"/> <input type="radio"/> Percent <input type="text" value="0"/>

## To remove an account

To remove an account, you must first remove it from any **Payment Elections** in the lower portion of your screen display. Click on the minus sign (-) on the same line as the account you want to remove, then click OK. In this example, the employee is removing the Brunswick Taxes account.

Then in the **Accounts** section in the upper portion of the screen display, click on REMOVE and click OK.

Account Nickname	Country	Bank Name	Account Type	Account Number	
Atlantic - Brunswick Taxes-0735	United States of America	Atlantic Federal Credit Union	Checking	*****0735	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>

## To add a new account

To add a new account, click on the **Add Account** icon in the middle of the page.

Account Nickname	Country	Bank Name	Account Type	Account Number	
Atlantic - Brunswick Taxes	United States of America	Atlantic Federal Credit Union	Checking	*****	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>
ATLANTIC REGIONAL FCU	United States of America	ATLANTIC REGIONAL FCU	Checking	*****	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>
ATLANTIC REGIONAL FCU	United States of America	ATLANTIC REGIONAL FCU	Savings	*****	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>
ATLANTIC REGIONAL FCU	United States of America	ATLANTIC REGIONAL FCU	Checking	*****	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>

**Add** in the required information for the new account and click **OK**. In this example, the employee is adding an account for a car payment.

Account Country: United States of America

Sample Check:

Account Information:

- Account Type:  Checking,  Savings
- Routing Transit Number: 123456789
- Account Number: 6464646
- Bank Name: Atlantic
- Bank Identification Code: [Empty]
- Account Nickname (optional): Atlantic Car Payment


Once the account is set up, scroll down to the **Payment Elections** grid section of the page.

Within the **Regular Payroll** row, click on the **Edit** icon.

Click on the + to add a line that you can fill in with your new car payment information.

Add the payment type (direct deposit) and click on the prompt in the Account box to select the correct one – in this case, Atlantic Car Payment.

Add in the amount of the payment in the far-right column. You can indicate a dollar amount or a percentage of your pay. Click **OK**.



**Remember!** Do not close a bank account while you still have funds from your paycheck flowing into it. Change your Payment Elections in Workday first!

Your payment election page will now reflect the new account and the amount of your check that will go into the new account.

Payment Elections - 4 Items					
	Payment Elections				
Pay Type	Payment Type	Account	Account Number	Distribution	
Expense	Direct Deposit	ATLANTIC REGIONAL FCU	****	Balance Yes	Edit
Regular Payroll	Direct Deposit	Atlantic Car Payment	****	Amount 300.00	Edit
	Direct Deposit	Atlantic - Brunswick Tax	****	Amount	
	Direct Deposit	ATLANTIC REGIONAL FCU	****	Balance Yes	