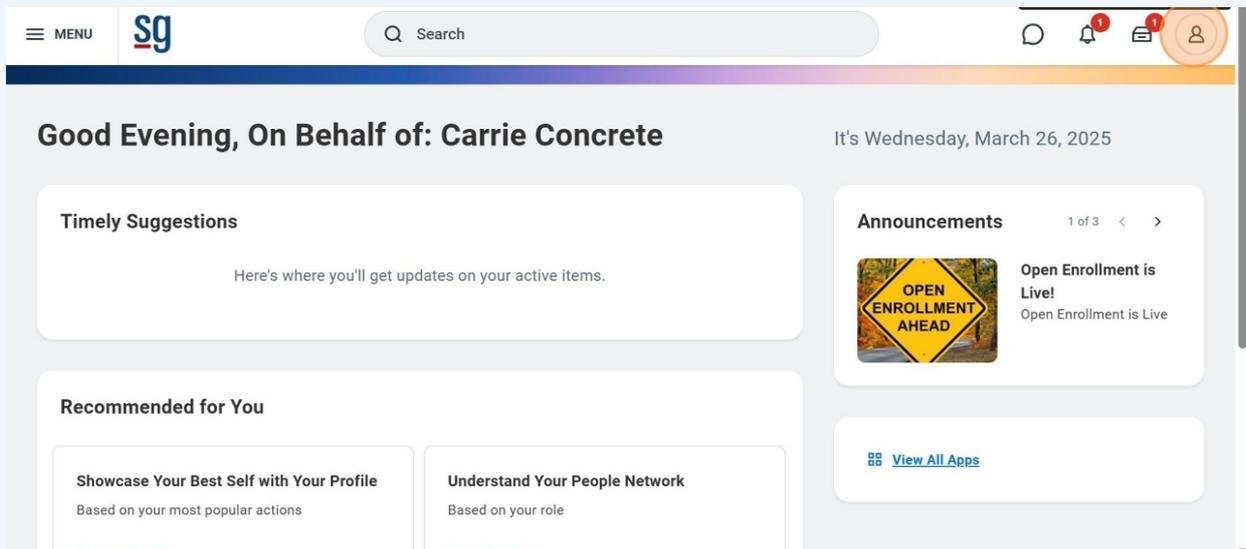


Direct Deposit Payment Elections

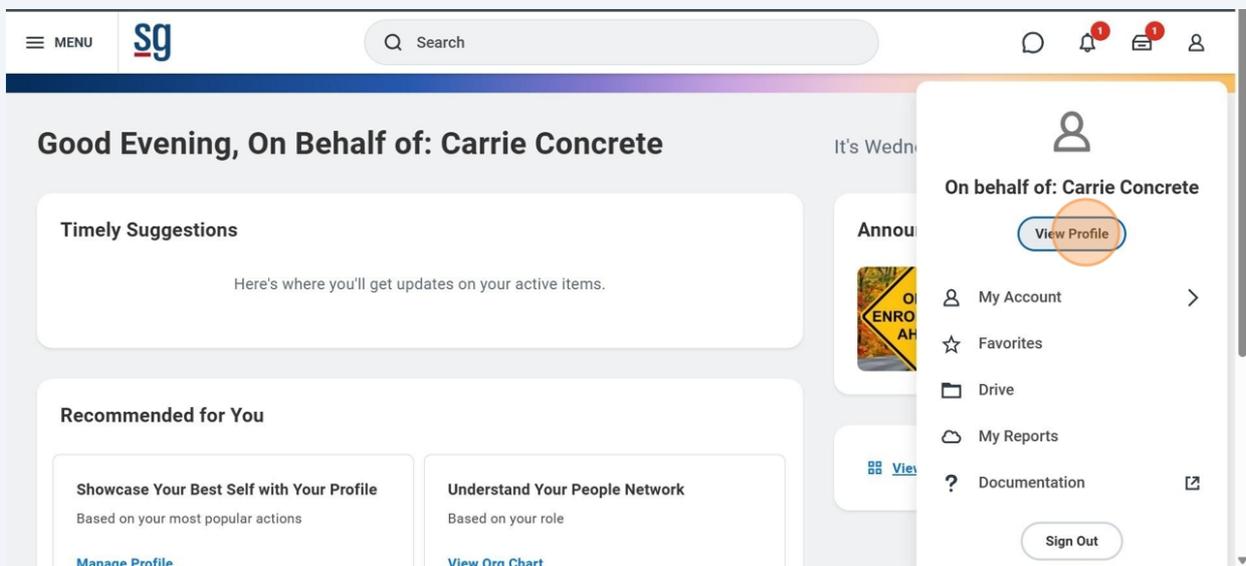


Workday allows you to add 2 bank accounts to your Direct Deposit Payment Elections. A voided check is not needed for this process.

1 Navigate to your Worker Profile by clicking the icon the top right corner.



2 Click "View Profile"



3 Click into the "Pay" page

Carrie Concrete
Workday HRIS Analyst

Actions

Team

- Summary
- Job
- Compensation
- Benefits
- Pay**
- Contact
- Personal
- Performance

More (1)

Location
Columbia, MD

Manager
Tim Ekberg

Cost Center
95 Information Technology

Company
2 Structural Group, Inc

Job Details

Employee ID
100241

Supervisory Organization
[Structural Group \(Peter Emmons\) >> Tim Ekberg](#)

Job
Workday HRIS Analyst

Business Title
Workday HRIS Analyst

Job Profile
Workday HRIS Analyst

Employee Type
Regular

Management Level
Individual Contributor

4 Click the "Payment Elections" tab

MENU **sg** Search

Carrie Concrete
Workday HRIS Analyst

Actions

Team

- Summary
- Job
- Compensation
- Benefits
- Pay**

More (4)

External Results Tax Elections **Payment Elections** Payslips Voluntary Deductions

0 items

Payroll Result	Period	Payment Date	Check Number	Pay Group	Company	Gross Pay	Net Pay
No items available.							

5

Here, you can Edit, Remove, or View your Direct Deposit Information

The screenshot shows the 'Payment Elections' section of a software interface. At the top, there are navigation tabs: 'External Results', 'Tax Elections', 'Payment Elections' (which is selected), 'Payslips', and 'Voluntary Deductions'. Below the tabs, there are several key-value pairs: 'Default Country' is 'United States of America', 'Default Currency' is 'USD', 'Status' is 'Successfully Completed', and 'Last Updated' is '02/28/2025 09:59 AM'. Underneath, there is a section titled 'Accounts 1 item' with a table. The table has columns for 'Account Nickname', 'Country', 'Bank Name', 'Account Type', 'Account Number', and 'Action'. The first row contains the values: '123 *****123', 'United States of America', '123', 'Checking', and '*****123'. The 'Action' column for this row contains three buttons: 'Edit', 'Remove', and 'View'. An orange circle highlights the 'Remove' button. Below the table is an 'Add' button. On the left side, there is a dark blue sidebar with the text 'concrete' and 'RIS Analyst'.

6

To edit, Click "Edit"

This screenshot is identical to the one above, showing the 'Payment Elections' page. However, in this version, the 'Edit' button in the 'Action' column of the table is highlighted with an orange circle, indicating the next step in the process.

7 Edit the information and then Click "OK"

Account Holder Name Carrie Concrete
Account Country United States of America
Used by Pay Types Payroll Payment

Account Information

Account Type Checking
 Savings

Routing Transit Number * 042000314

Account Number * *****123

Bank Name * 123

Bank Identification Code

Account Nickname (optional)

[OK](#) [Cancel](#)

8 To add a new Bank Account, Click "Add"

Carrie Concrete
Workday HRIS Analyst

Actions

Team

- Summary
- Job
- Compensation
- Benefits
- Pay**
- Contact
- Personal
- Performance

More (1)

Default Currency USD
Status Successfully Completed
Last Updated 02/28/2025 09:59 AM

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	Action
123 *****123	United States of America	123	Checking	*****123	Edit Remove View

[Add](#)

Payment Elections 1 item

Pay Type	Payment Type	Account	Account Number	Distribution
Payroll Payment	Direct Deposit	123 *****123	*****123	Balance Yes

9 Enter the Bank Account information.

Note: Workday will validate the Bank Routing Number to ensure it is authentic

Add account information to use when you specify payment elections.

Account Holder Name Carrie Concrete

Account Country United States of America

Account Information

Account Type Checking
 Savings

Routing Transit Number * 042000314

Account Number * 1234

Bank Name * Fifth Third

Bank Identification Code

Account Nickname (optional)

OK Cancel

10 Next, to receive your full, or a portion of, your paycheck, you must update your Payment Elections.

Carrie Concrete
Workday HRIS Analyst

Actions

Team

Summary

Job

Compensation

Benefits

Pay

Contact

Personal

Performance

Career

Last Updated 02/28/2025 09:59 AM

Accounts 2 items

Account Nickname	Country	Bank Name	Account Type	Account Number	Action
123 *****123	United States of America	123	Checking	*****123	Edit Remove View
Fifth Third *****1234	United States of America	Fifth Third	Checking	*****1234	Edit Remove View

Add

Payment Elections 1 item

Pay Type	Payment Type	Account	Account Number	Distribution	Action
Payroll Payment	Direct Deposit	123 *****123	*****123	Balance Yes	Edit

11 Click "Edit"

Last Updated 02/28/2025 09:59 AM

Accounts 2 Items

Account Nickname	Country	Bank Name	Account Type	Account Number	Action
123 *****123	United States of America	123	Checking	*****123	<button>Edit</button> <button>Remove</button> <button>View</button>
Fifth Third *****1234	United States of America	Fifth Third	Checking	*****1234	<button>Edit</button> <button>Remove</button> <button>View</button>

Add

Payment Elections 1 Item

Pay Type	Payment Type	Account	Account Number	Distribution	Action
Payroll Payment	Direct Deposit	123 *****123	*****123	Balance Yes	<button>Edit</button>

12 Click the "+" symbol.

Designate how to receive payments. For direct deposit, you must first add a valid account on the previous page. Workday evaluates multiple payment elections in the order you specify. To submit a valid payment election specified must have a distribution type of balance to capture the remaining amount, or the percentages must add up to 100 percent.

Pay Type Payroll Payment
Person Carrie Concrete
Position Workday HRIS Analyst - Carrie Concrete
Default Country United States of America
Default Currency USD
Number of Elections Allowed 2

Payment Elections 1 Item

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
1	United States of America	USD	Direct Deposit	123 *****123	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="radio"/> Percent

OK Cancel

13 In Payment Type, Click "Direct Deposit"

Workday HRIS Analyst - Carrie Concrete

Country: United States of America
Currency: USD
Selections Allowed: 2
Options: 2 items

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
▼	United States of America	USD	<input type="radio"/> Check <input type="radio"/> Direct Deposit		<input type="radio"/> Balance <input type="radio"/> Amount: 0.00 <input type="radio"/> Percent: 0
▲	United States of America	USD	Direct Deposit	123 *****123	<input checked="" type="radio"/> Balance <input type="radio"/> Amount: 0.00 <input type="radio"/> Percent: 0

Cancel

14 In Account, select the new account you just created

Workday HRIS Analyst - Carrie Concrete

United States of America
USD
2

*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
United States of America	USD	Direct Deposit	<input type="radio"/> 123 *****123 <input type="radio"/> Fifth Third *****1234	<input type="radio"/> Balance <input type="radio"/> Amount: 0.00 <input type="radio"/> Percent: 0
United States of America	USD	Direct Deposit	123 *****123	<input checked="" type="radio"/> Balance <input type="radio"/> Amount: 0.00 <input type="radio"/> Percent: 0

Cancel

15 Enter the amount of your check you wish to send to this account.

In this example, we enter \$100 for this account and the remaining balance will go to our other account.

Workday HRIS Analyst - Carrie Concrete

United States of America

USD

2

	*Currency	*Payment Type	Account	*Balance / Amount / Percent
United States of America	x USD	x Direct Deposit	x Fifth Third *****1234	<input type="radio"/> Balance <input checked="" type="radio"/> Amount <input type="text" value="100.00"/> <input type="radio"/> Percent <input type="text" value="0"/>
United States of America	x USD	x Direct Deposit	x 123 *****123	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/> <input type="radio"/> Percent <input type="text" value="0"/>

Cancel

16 Click "OK" once you are complete.

Position Workday HRIS Analyst - Carrie Concrete

Default Country United States of America

Default Currency USD

Number of Elections Allowed 2

Payment Elections 2 items

	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
		x United States of America	x USD	x Direct Deposit	x Fifth Third *****1234	<input type="radio"/> Balance <input checked="" type="radio"/> Amount <input type="text"/> <input type="radio"/> Percent <input type="text"/>
		x United States of America	x USD	x Direct Deposit	x 123 *****123	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text"/> <input type="radio"/> Percent <input type="text"/>

OK Cancel