

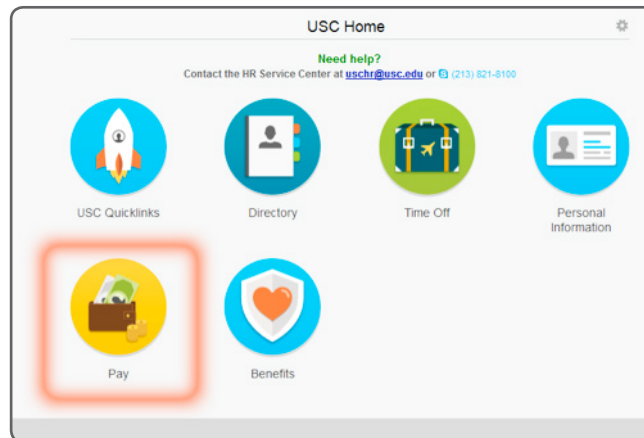
Quick guide to setting up Direct Deposit for your paycheck

You will need your bank routing number and your account number, both of which can be found on one of your checking account checks.

Step 1: From your Workday home page, click on the Pay icon

Step 2: Select **Payment Elections**

Step 3: Click on **Add Elections**



Step 4: In the **Account Information** section, enter the following information

Account Setup

Worker: Tammy Trojan

Sample Check

Jonathon Doe
4321 Main St.
Anywhere, CA 94000

DATE

YOUR BANK NAME
9876 1st St.
Anywhere, CA 94000

DO NOT INCLUDE
Check #

123456789 0001234567890 -00-123-

9 Digit Routing #
Between the 12 symbols

Account #
Include all zeros

Account Information

Account Nickname (optional): My checking account

Account Type: ☒ Checking ☐ Savings

Bank Name: Wells Fargo

Routing Transit Number: 123456789

Account Number: 0001234567890

Additional Information

Bank Identification Code

Enter a name for your account (like "B of A checking"). This is helpful if you direct deposit to more than one account.

Okay to leave blank

Refer to your checking account check and the guide above to enter the information in this section

Step 5: Click on **OK** and then on **Done**, then review your changes on the confirmation screen

If you're only setting up one account, you're done!

Accounts					
Account Nickname	Country	Bank Name	Account Type	Account Number	
My checking account	United States of America	Wells Fargo	Checking	*****7890	<button>Change Account</button> <button>Delete Account</button>
<button>Add Account</button>					
Payment Elections 2 items					
Pay Type	Payment Type	Account	Account Number	Distribution	
Regular Payment	Direct Deposit	My checking account	*****7890	Balance	Yes <button>Change Election</button>
FYTD	Manual			Balance	Yes <button>Change Election</button>

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To add another account, repeat steps 1 through 5 to set up each account and then:

Step 6: From the confirmation page in the **Payment Elections** section, click on **Change Election** for the existing account

Payment Elections 2 items						
Pay Type	Payment Elections					
	Payment Type	Account	Account Number	Distribution		
Regular Payment	Direct Deposit	My checking account	*****7890	Balance	Yes	Change Election
FYTD	Manual			Balance	Yes	Change Election

Step 7: Add a row to existing payment elections by clicking on the **plus sign** in the column header

Step 8: Fill in the empty blanks with the information as illustrated below

Payment Elections 2 items				
	Order	*Country	*Currency	*Payment Type
+				
+ -	▼	United States of America 	USD 	Direct Deposit
+ -	▲	United States of America	USD	Direct Deposit

Step 9: In **Account** column, enter the name you gave the account

Account
Vacation Savings
My checking account

Step 10: In **Balance/Amount/Percent** you will select how much to go into each of your direct deposit accounts—either an exact dollar amount, a percentage of your pay, or (for the last account listed) the balance remaining.

*Balance / Amount / Percent	
☐ Balance	
☒ Amount	50.00
☐ Percent	0
☒ Balance	
☐ Amount	0.00
☐ Percent	0

Step 11: Click on **Okay** and then on **Done**, then review your changes on the confirmation screen

Accounts 2 items					
Account Nickname	Country	Bank Name	Account Type	Account Number	
Vacation Savings	United States of America	Wells Fargo	Savings	*****4321	Change Account Delete Account
My checking account	United States of America	Wells Fargo	Checking	*****7890	Change Account Delete Account

Add Account

Payment Elections 3 items						
Pay Type	Payment Elections					
	Payment Type	Account	Account Number	Distribution		
Regular Payment	Direct Deposit	Vacation Savings	*****4321	Amount	50.00	Change Election
	Direct Deposit	My checking account	*****7890	Balance	Yes	
FYTD	Manual			Balance	Yes	Change Election