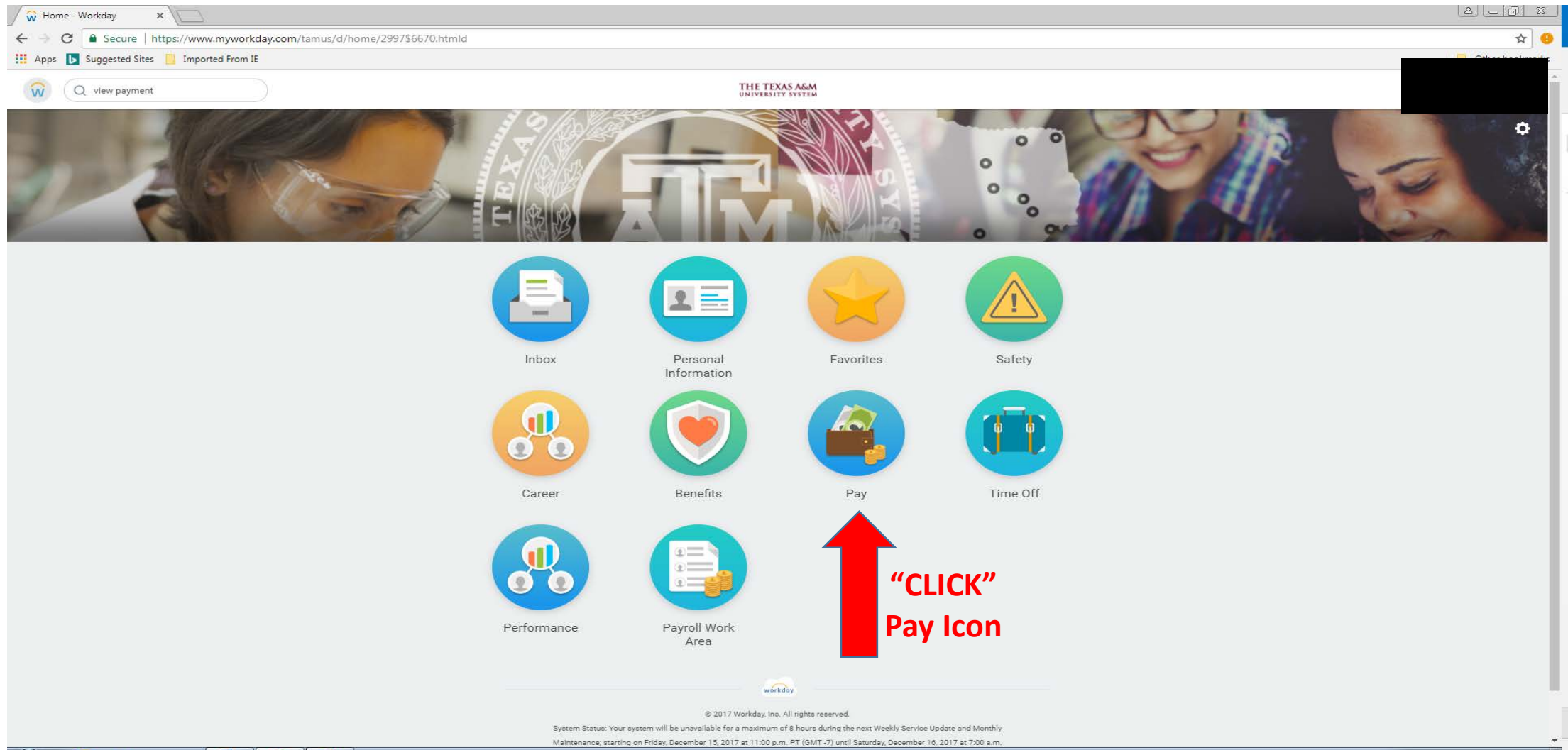


Welcome to Workday

Instructions for setting up Direct Deposit
for your Credit Union or additional
accounts.

First you will need to log-in to Workday and select the “Pay” icon on your Home page.



Step 1: Select the “Payment Elections” tab

The screenshot shows a web browser window displaying the Workday 'Pay' page. The browser's address bar shows the URL: <https://www.myworkday.com/tamus/d/home/299756670.html#selectedWorklet=501%2483>. The page header includes the Workday logo and the text 'view payment'. The main content area is titled 'Pay' and features two columns of options: 'Actions' and 'View'. The 'Actions' column contains 'Withholding Elections' and 'Payment Elections'. The 'View' column contains 'Payslips', 'Timesheets', 'My Tax Documents', 'Total Rewards', 'Merit Statement History', and 'Bonus & One-Time Payment History'. A red arrow points to the 'Payment Elections' button, with the text 'CLICK tab' next to it. The footer of the page includes the Workday logo, copyright information, and a system status message: '© 2017 Workday, Inc. All rights reserved. System Status: Your system will be unavailable for a maximum of 8 hours during the next Weekly Service Update and Monthly Maintenance; starting on Friday, December 15, 2017 at 11:00 p.m. PT (GMT -7) until Saturday, December 16, 2017 at 7:00 a.m. PT (GMT -7).'

Step 2: You will select “Add Account”

The screenshot shows the 'Payment Elections' page in MyWorkday. The page title is 'Payment Elections' and it includes an 'Actions' menu. The main content area is titled 'Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.'

Worker information is displayed:

- Worker: [Redacted]
- Default Country: [Redacted]
- Default Currency: USD
- Status: Successfully Completed

Accounts section (1 item):

Account Nickname	Country	Bank Name	Account Type	Account Number	
Bank ***** [Redacted]	United States of America	Bank	Checking	[Redacted]	Change Account Delete Account

Below the accounts table is an 'Add Account' button, which is highlighted with a red arrow and labeled "CLICK" tab in red text.

Payment Elections section (1 item):

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Payroll	Direct Deposit	Bank ***** [Redacted]	***** [Redacted]	Balance Yes	Change Election

Payment Elections Requiring Setup section (1 item):

Pay Type	Default Payment Type	Description	
Expense	Check	No elections found.	Add Elections

Step 3: Enter your new additional account or credit union account information.

W Add Account - Workday x Payment Election Option x

Secure | https://www.myworkday.com/tamus/d/task/299852977.html

Apps Suggested Sites Imported From IE

view payment

THE TEXAS A&M UNIVERSITY SYSTEM

Add Account

Add account information for use when electing direct deposit for payments. Assign the account a nickname for easy identification later. The bank name is informational only. The numbers drive the direct deposit transaction and may be found on checks. Please contact your bank for further information on direct deposit.

Worker [Redacted]

Account Country [Redacted] of America

Sample Check

Jonathon Doe
4321 Main St
Anywhere, CA 94000

DATE _____

_____ Dollars

YOUR BANK NAME
0075 1st St.
Anywhere, CA 94000

DO NOT INCLUDE Check #

⑆ 23456789 ⑆ 000 ⑆ 234567890 ⑆ 00 ⑆ 23

9 Digit Routing #
Between the ⑆ symbols

Account #
Include all zeros

Account Information

Account Nickname (optional)

Account Type Checking Savings

Bank Name

Routing Transit Number

Account Number

Additional Information

Bank Identification Code

OK Cancel

Step 4: *Here you will see your multiple accounts (including the one you just added).* Select the “Change Election” tab.

Payment Elections - Workday

Payment Election Options

Secure | [https://www.myworkday.com/tamus/d/task/2998\\$2977.html?refresh=true&ref=%2Ftamus%2Ftask%2F2998%242977%2Ehtml](https://www.myworkday.com/tamus/d/task/2998$2977.html?refresh=true&ref=%2Ftamus%2Ftask%2F2998%242977%2Ehtml)

Payment Elections

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Worker [REDACTED]

Default Country United States of America

Default Currency USD

Status Successfully Completed

Accounts 2 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
Bank ***** [REDACTED]	United States of America	Bank	Checking	***** [REDACTED]	Change Account Delete Account
bank ***** [REDACTED]	United States of America	bank	Checking	***** [REDACTED]	Change Account Delete Account

[Add Account](#)

Payment Elections 1 item

Pay Type	Payment Elections				Distribution	
	Payment Type	Account	Account Number			
Payroll	Direct Deposit	Bank ***** [REDACTED]	***** [REDACTED]		Balance Yes	Change Election

“CLICK” tab

Payment Elections Requiring Setup 1 item

Pay Type	Default Payment Type	Description	
Expense	Check	No elections found.	Add Elections

Step 5: Click the “+” symbol.

Payment Election - Work [redacted]

Secure | https://www.myworkday.com/tamus/d/task/2998\$2977.html?refresh=true&ref=%2Ftamus%2Ftask%2F2998%242977%2Ehtml

view payment

THE TEXAS A&M UNIVERSITY SYSTEM

Payment Election

**Please note that by submitting this payment election request you are consenting to receive your pay slip electronically.

Pay Type: Payroll
Worker: [redacted] bla
Default Country: United States of America
Default Currency: USD
Number of Elections Allowed: 5

Payment Elections 1 item **“CLICK” the “+” symbol**

	*Currency	*Payment Type	Account	*Balance / Amount / Percent
<input type="checkbox"/> +	USD	Direct Deposit	Bank [redacted] 078	<input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00 <input type="radio"/> Percent 0

OK Cancel

Step 6: Click & Select each appropriate description.

** This is also where you will elect how much of your pay will go to each account.*

The screenshot shows the 'Payment Election' page in a web browser. The page title is 'Payment Election' and the URL is 'https://www.myworkday.com/tamus/d/task/299852977.html'. The page contains a form with the following fields: Pay Type (Payroll), Worker (redacted), Default Country (United States of America), Default Currency (USD), and Number of Elections Allowed (2). Below these fields is a table for selecting payment accounts. The table has columns for *Payment Type, Account, and *Balance / Amount / Percent. The first row is selected and shows 'Direct Deposit' for the payment type and 'Bank *****' for the account. The balance options are 'Balance' (selected), 'Amount' (0.00), and 'Percent' (0). There are two more rows in the table, but they are not selected. Red arrows point to the dropdown menus for the second and third rows, with text indicating that clicking them will change the order of the accounts listed. Another red arrow points to the 'Balance' radio button in the first row, with text indicating that the user should choose amounts. A yellow box contains a 'Quick Tip' about the account on the bottom. At the bottom of the page, there are 'OK' and 'Cancel' buttons.

These arrows will change the order of the accounts listed if you "CLICK" them.

***Quick Tip: The account on the bottom is should contain only the "Balance" of your net pay to be deposited in your account.**

Choose amounts

"Click" and select United States of America

"Click" and select USD

"Click" and select "Direct Deposit", NOT "Check".

After everything is selected and correctly distributed according to your preferences, "CLICK" OK.

You're almost finished...

- Make sure all account numbers and routing numbers coincide with your official Bank information. PLEASE do not enter your bank card as an account number.
- If you make a mistake you can correct the information by editing the necessary fields.