Welcome to Workday

Instructions for setting up Direct Deposit. Conveniently going from a Paper Check to Direct Deposit.
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
Step 2: Enter your new additional account or credit union account information and Click “OK”.

Click “OK” when you’re finished.
Step 4: Here you will see your multiple accounts (including the one you just added). Select the “Change Election” tab.
Step 5: Click the “+” symbol.
Step 6: Click & Select each appropriate description.
*This is also where you will elect how much of your pay will go to each account.

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

*Quick Tip: The account on the bottom is the only one where the “Balance” of your net pay can be deposited.
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.