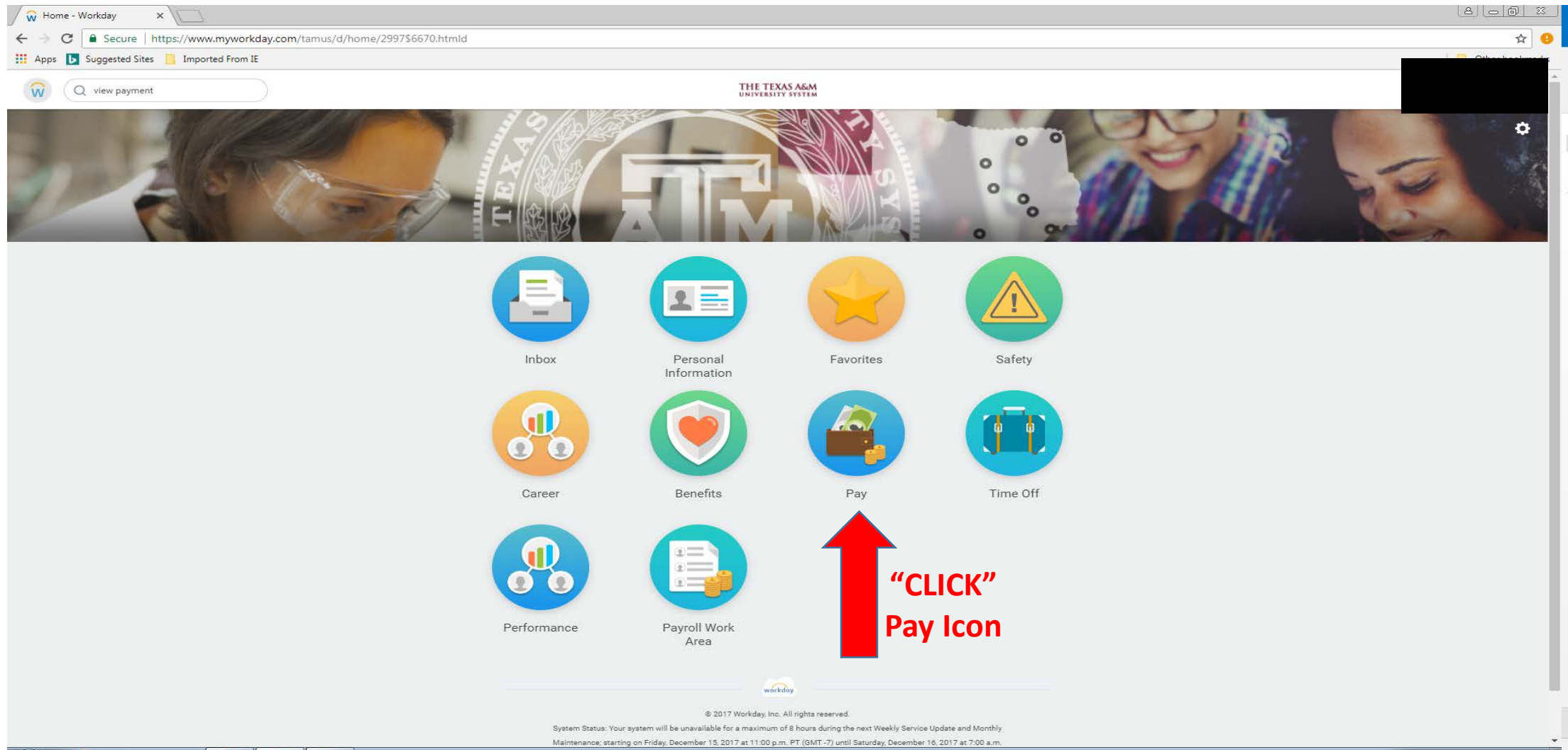


Welcome to Workday

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

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/2997\\$6670.html#selectedWorklet=501%2483](https://www.myworkday.com/tamus/d/home/2997$6670.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: Enter your new additional account or credit union account information and Click “OK”.

Browser tabs: Add Account - Workday | Payment Election Option |
Address bar: [https://www.myworkday.com/tamus/d/task/2998\\$2977.html](https://www.myworkday.com/tamus/d/task/2998$2977.html)
Page title: Add Account


THE TEXAS A&M UNIVERSITY SYSTEM

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

Click “OK” when you’re finished.

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				
	Payment Type	Account	Account Number	Distribution	
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 - Workday

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

	*Currency	*Payment Type	Account	*Balance / Amount / Percent
<input type="checkbox"/> + <input type="checkbox"/> -	United States of America	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 includes a header with the MyWorkday logo and 'view payment' search bar. Below the header, there's a blue bar with the title 'Payment Election'. A disclaimer states: '**Please note that by submitting this payment election request you are consenting to receive your pay slip electronically.' Below this, there are fields for 'Pay Type' (Payroll), 'Worker', 'Default Country' (United States of America), and 'Default Currency' (USD). The main section is a table for 'Payment Elections' with columns for '+', '-', Country, Currency, Payment Type, Account, and Balance/Amount/Percent. The first row is selected and highlighted in light blue. Annotations include: a yellow box with a red arrow pointing to the '+' and '-' icons in the first row, stating 'These arrows will change the order of the accounts listed if you "CLICK" them.'; a yellow box with red text stating '*Quick Tip: The account on the bottom is the only one where the "Balance" of your net pay can be deposited.'; red arrows pointing to the Country, Currency, and Payment Type dropdowns with labels: '"Click" and select United States of America', '"Click" and select USD', and '"Click" and select "Direct Deposit", NOT "Check".'; red arrows pointing to the Balance/Amount/Percent section with the label 'Choose amounts'. At the bottom, there are 'OK' and 'Cancel' buttons.

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]
Default Country: United States of America
Default Currency: USD

Number of Elections Allowed: 2

Payment Elections

			*Payment Type	Account	*Balance / Amount / Percent
+ -	United States of America	USD	Direct Deposit	Bank *****	<input checked="" type="radio"/> Balance <input type="radio"/> Amount: 0.00 <input type="radio"/> Percent: 0
+ -					<input type="radio"/> Balance <input type="radio"/> Amount: 0 <input type="radio"/> Percent: 0

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

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

Choose amounts

"Click" and select United States of America

"Click" and select USD

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

OK Cancel

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.