INSTRUCTIONS TO UPDATE DIRECT DEPOSIT INFORMATION

The following will walk you through the steps in the Workday payroll system, of where to go and how to update your direct deposit information.

STEP 1: Sign into the Workday payroll system via the Workday tile -<u>https://myapps.microsoft.com/</u>.



STEP 2: From the Workday homepage, navigate to the **Menu**, on the left side or your screen and select the application, **Pay.**



STEP 3: Under Actions, select Payment Elections.

Actions		v	ïew	
Withho	olding Elections			Payslips
Payn	nent Elections			My Tax Documents
		For chang Pay	Direct Dep es you will ment Elect	posit select tions

STEP 4: This will show you current direct deposit elections on file. If you wish to make changes, you can either edit the current account, remove the current direct deposit, or view/add a new account. **Note:** you can add more than one direct deposit election.

Select how to receiv	ve payment for each type of p	ay. For direct deposit, be sure to add bank accou	nts before payment	elections.			
Person							
Default Country	United States of America						
Default Currency	USD						
Status	Successfully Completed						
Last Updated	06/15/2024 12:00 PM						
Accounts 1 item							a = 🗆 r 🎟 🖽
Account Nickname		Country	Bank Name	Account Type	Account Number	Action	*
Checking: Unknown		United States of America	Unknown	Checking		Edit Remove View	Ŧ
Add							

STEP 5: By clicking on add the screen will allow you to add new checking or savings account information. Any field marked with a * must be completed in order to save the information. Once the fields are completed, click OK

Sample Check	
Account Informatio	n
Account Type	* O Checking O Savings
Routing Transit Number	*
Account Number	*
Bank Name	*
Bank Identification Code	

Any changes made within the Workday system will send an alert to your email confirming the changes that have been made/updated.