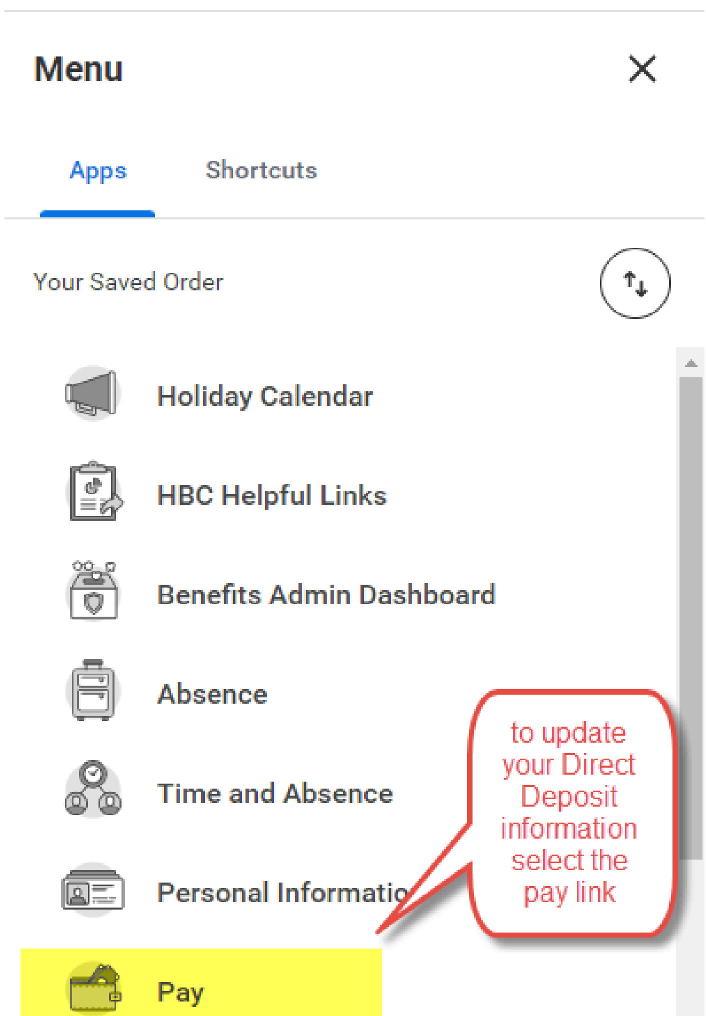
INSTRUCTIONS TO UPDATE DIRECT DEPOSIT INFORMATION

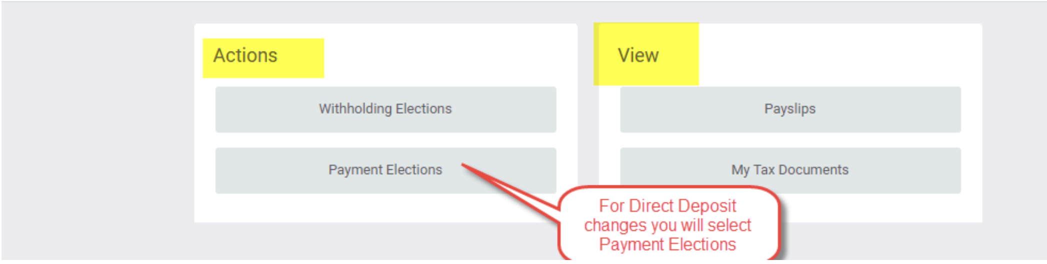
The following will walk you through the steps in the Workday payroll system, of where to go and how to update your direct deposit information.

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

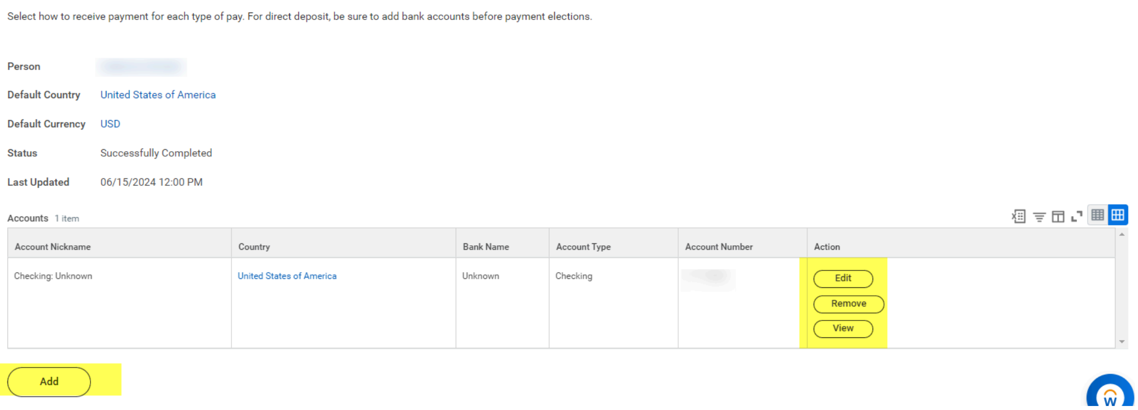
STEP 2: From the Workday homepage, navigate to the **Menu**, on the left side or your screen and select the application, **Pay.**



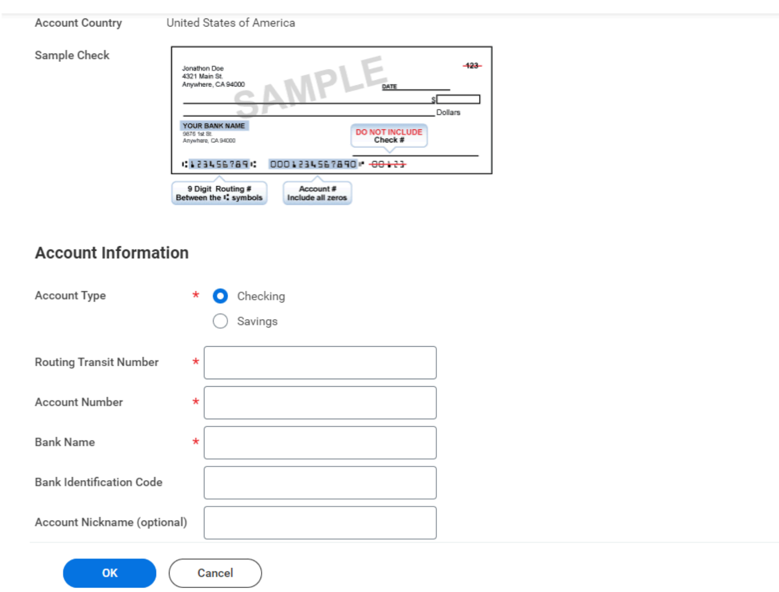
STEP 3: Under Actions, select **Payment Elections**.



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.



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



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