Direct Deposit & Payment Elections in Workday

Important Note: All new accounts must have a successful prenote before direct deposit to the account will be allowed to proceed.

1. **Log into Workday and select "Pay" from the Applications Menu**

2. Select "Payment Elections"

Actions

Withholding Elections

Payment Elections

3. Select "Add" under "Accounts"

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Extra Credit Union ******1040	United States of America	Extra Credit Union	Checking	******1040	Edit Remove

Add

4. Add the required account information. Verify what you have entered is correct and select "OK" when done.

Account Information

Account Nickname (optional)

Routing Transit Number　＊ 124071889

Bank Name　＊ My Bank

Bank Identification Code

Account Type　＊ ⦿ Checking
　　　　　　　　 ○ Savings

Account Number　＊ 1099

OK　　Cancel

5. To disburse funds to secondary accounts, you first need to allocate funds to the accounts. To do this, select "Edit" under "Payment Elections".

Accounts 2 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
Extra Credit Union ******1040	United States of America	Extra Credit Union	Checking	******1040	Edit / Remove
My Bank ******1099	United States of America	My Bank	Checking	******1099	Edit / Remove

Add

Payment Elections 1 item

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Regular	Direct Deposit	Extra Credit Union ******1040	******1040	Balance Yes	Edit

6. Select the plus sign in the upper left corner of "Payment Elections" to add accounts you wish to disburse funds too. Use the drop-down menus in each field to make selections.

7. Select "Balance", "Amount" or "Percent" for the accounts you have listed in the "Payment Elections"

Important Note:

a. The "Balance" account must be last in the list of accounts.

b. Accounts in prenote status at the time payroll is finalized will have a check issued on payday for the amount allocated to the account.

OK   Cancel

About Prenotes

- A prenote is a zero-dollar test to validate banking information before sending funds to a new account.

- When you add a new account or make a change to an existing account or routing number a successful prenote is required before we can deposit funds to the new account.

- Workday initiates a prenote on a new account once you have allocated funds to the new account.

- Accounts in prenote status at the time payroll is finalized will have a check issued on payday for the amount allocated to the account.