Quick guide to setting up Direct Deposit for your paycheck
You will need your bank routing number and your account number, both of which can be found on one of your checking account checks.

Step 1: From your Workday home page, click on the Pay icon
Step 2: Select Payment Elections
Step 3: Click on Add Elections

Step 4: In the Account Information section, enter the following information

Enter a name for your account (like “B of A checking”). This is helpful if you direct deposit to more than one account.

Refer to your checking account check and the guide above to enter the information in this section

Step 5: Click on OK and then on Done, then review your changes on the confirmation screen
If you’re only setting up one account, you’re done!
To add another account, repeat steps 1 through 5 to set up each account and then:

**Step 6:** From the confirmation page in the Payment Elections section, click on Change Election for the existing account.

**Step 7:** Add a row to existing payment elections by clicking on the plus sign in the column header.

**Step 8:** Fill in the empty blanks with the information as illustrated below.

**Step 9:** In Account column, enter the name you gave the account.

**Step 10:** In Balance/Amount/Percent you will select how much to go into each of your direct deposit accounts—either an exact dollar amount, a percentage of your pay, or (for the last account listed) the balance remaining.

**Step 11:** Click on Okay and then on Done, then review your changes on the confirmation screen.