



This Tip Sheet is for all employees.

Editing a Bank Account

Workday allows you to manage your payment elections, including bank accounts and payment distribution settings for different pay types.

1. In Workday, select **MENU > Pay**.
2. On the Actions card, Select **Payment Elections**.
3. Under Accounts, you can Edit, Remove, or View a bank account. To edit a current account, select **Edit**.
4. Make the necessary changes and select **OK**.

Note: You must verify all banking information before adding a new account. Workday does not validate account and routing information before a direct deposit is made. When editing account information, all payment elections that use the account are updated automatically.

Adding Multiple Bank Accounts

To split deposit amounts between multiple accounts, add a new account and change payment elections to reflect the split distribution.

Note: You must verify all banking information before adding a new account. Workday does not validate account and routing information before a direct deposit is made. Changes are effective immediately.

1. To add an account, select **Add**.
2. Add the new bank account information and payment distribution.
3. Select **OK**.

Changing Payment Elections

Under Payment Elections, two **Pay Types** are displayed.

- **Expense Payments** is for any type of reimbursement, such as tuition reimbursement and approved purchases.
 - **USA Payroll Payments** is for all payroll direct deposits.
1. Under **USA Payroll Payment**, select **Edit**.
 2. Select the **Plus** icon to add the additional bank account.

3. In the **Order** column, use the arrows to move accounts up or down to change the order of payments distributed.

Note: Make your primary bank account last in the order.

4. Select **Amount**, **Percent**, or **Balance** for each account and type in the numerical changes.
5. Mark the last account as **Balance**. This ensures all payments are deposited into an account and eliminates the need for a paper check.
6. Select **OK**