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

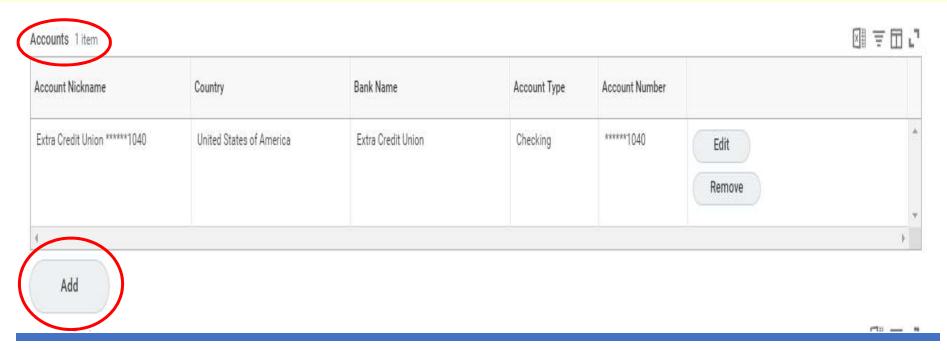


2. Select "Payment Elections"

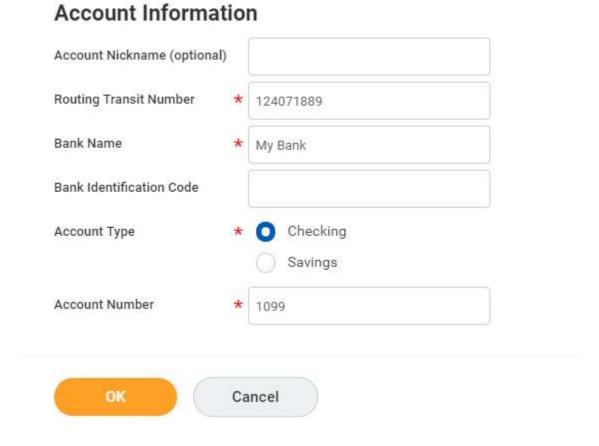
Actions



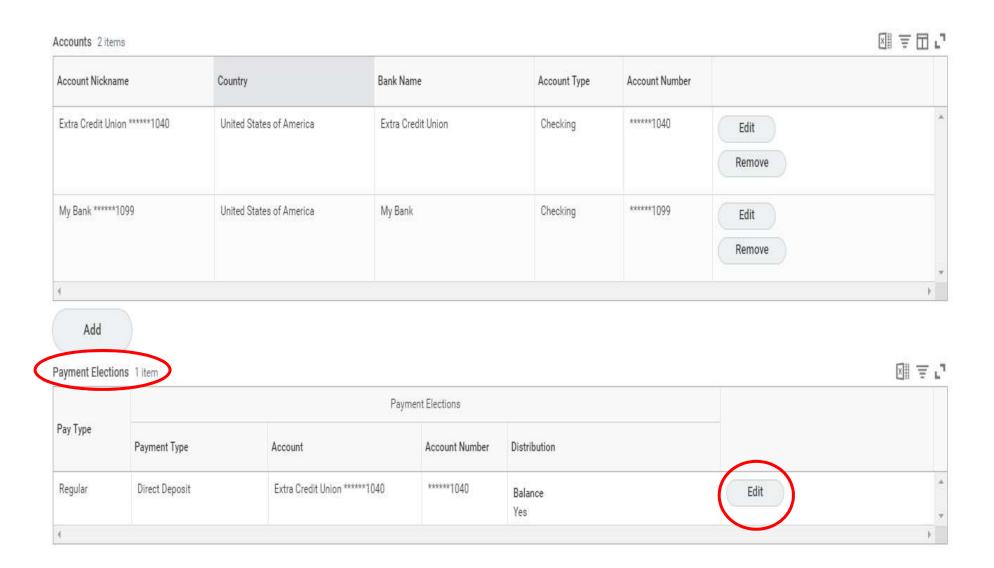
3. Select "Add" under "Accounts"



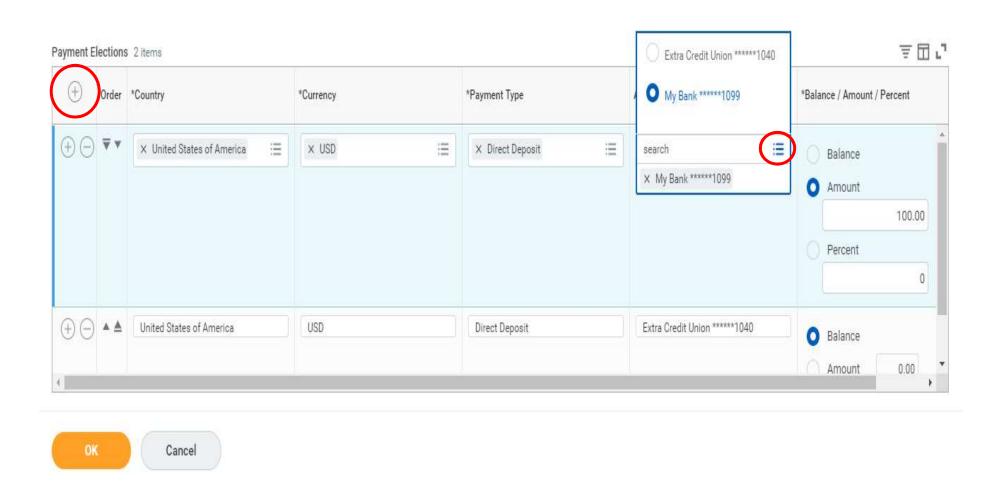
4. Add the required account information. Verify what you have entered is correct and select "OK" when done.



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



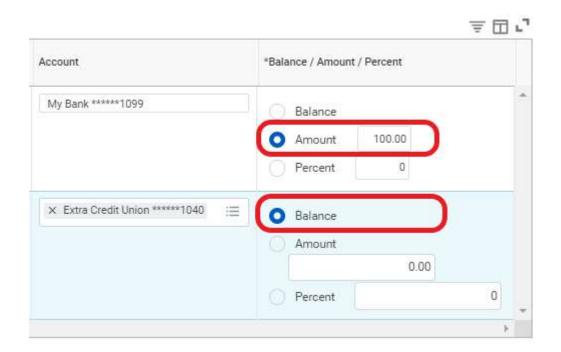
6. Select the plus sign in the upper left corner of "Payment Elections" to add accounts you wish to disburse funds too. Use the drop-down menus in each field to make selections.



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.



8. Select "OK" when you are ready to apply the changes you have made.



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.