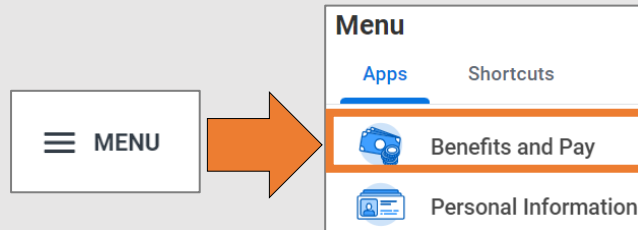


You can establish, change, and delete payment elections any time. You have two options: direct deposit or a Visa Payroll Card. The default is for direct deposit with an alternative of receiving a Wisely Visa payroll card.

Entering Direct Deposit Information

Navigation

1. After logging into Workday, click **Menu** in the upper left corner of the home page. From the resulting menu, select **Benefits and Pay**.



2. You are led to a page summarizing your pay and benefits. Click the **Payment Elections** button.



2. The screen is divided into two sections: Accounts and Payment Elections. If not present, you will need to add an account before you can make your direct deposit elections. If you wish to divide your deposits to two different account types (for example, checking and savings) or to two different banking institutions, each account will need to be added.

Payment Elections Employee Name [redacted]

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person Employee Name
 Default Country United States of America
 Default Currency USD
 Status Successfully Completed
 Last Updated 10/08/2021 04:22 PM

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Bank Name	United States of America	Bank Name	Checking	***** XXXX	Edit Remove View

Add

Payment Elections 1 item

Pay Type	Payment Type	Account	Account Number	Distribution	
Regular Payroll	Direct Deposit	Bank Name	***** XXXX	Balance Yes	Edit

Editing an Existing Account

Click **Edit**, you will see the Account information filled in, and you can change any element as needed.
Click **OK** when done.

Account Information

Account Type * Checking Savings

Routing Transit Number *

Account Number *

Bank Name *

Bank Identification Code

Account Nickname (optional)

Adding an Account / Payment Election

1. Click the **Add** button.

2. Indicate whether the account is checking or savings, then enter the routing number, account number, and the bank code. If desired, you can also enter the Bank Identification Code used for international transactions and the Account Nickname.
Click **OK**.

Account Information

Account Type * Checking Savings

Routing Transit Number *

Account Number *

Bank Name *

Bank Identification Code

Account Nickname (optional)

3. The new account will now be displayed in the Accounts section.

Accounts 2 items					
Account Nickname	Country	Bank Name	Account Type	Account Number	
Bank Name 1	United States of America	Bank Name 1	Checking	***** XXXX	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>
Bank Name 2	United States of America	Bank Name 2	Checking	***** XXXX	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>

4. Next, add the account to the Payment Election section by first clicking on the **Edit** button next to an existing election.

Payment Elections 1 item					
Pay Type	Payment Type	Account	Account Number	Distribution	
Regular Payroll	Direct Deposit	Bank Name	***** XXXX	Balance Yes	<input type="button" value="Edit"/>

5. The resulting screen will list the current payment election being used. Click the plus button as shown below.

The screenshot shows a table titled "Payment Elections" with 1 item. The table has columns: Order, *Country, *Currency, *Payment Type, and Account. A plus button (+) is highlighted in the top-left corner of the table.

Order	*Country	*Currency	*Payment Type	Account
	United States of America	USD	Direct Deposit	Bank Name

6. A new line will appear with the country and currency prepopulated.

1. Click in the **Payment Type** field and select **Direct Deposit**.
2. A field opens in the Account column. Click in it and elect the bank account you wish to add.
3. Select balance if you want the entirety of you pay to go to this account, click next to Amount and enter a flat dollar amount you wish to go into the account, or click next to percent to enter a percentage of your paycheck to go to the account.

The screenshot shows the "Payment Elections" screen with 2 items. The second item has dropdown menus open for the *Payment Type and Account columns. The *Payment Type dropdown shows "Direct Deposit" and "Wisely Visa Payroll Card". The Account dropdown shows "Bank 2" and "Bank 1". The *Balance / Amount / Percent column has radio buttons for "Balance", "Amount" (with a value of 0.00), and "Percent" (with a value of 0). Orange callouts 1, 2, and 3 point to the *Payment Type, Account, and *Balance / Amount / Percent columns respectively.

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
	United States of America	USD	Direct Deposit	Bank 2	Amount: 0.00
			Wisely Visa Payroll Card	Bank 1	Percent: 0

7. Click **OK** to finalize the change. You will receive a confirmation message that the change was successful.

Removing an Account

Important Note: Before you can remove an account from the Accounts and Payment Election sections, you need to enter a replacement account to both sections. Once you have done so, proceed with the directions below. See the directions above regarding how to add an account.

1. First go to the Payment Elections section and click **Edit** by the account you wish to remove.

Payment Elections 1 item

Pay Type	Payment Type	Account	Account Number	Distribution	
Regular Payroll	Direct Deposit	Bank Name	***** XXXX	Balance Yes	Edit

2. Click on the minus button to the left of the bank.

Payment Elections 1 item

+ -	Order	*Country	*Currency	*Payment Type	Account
+ -		× United States of America	× USD ...	× Direct Deposit ...	× Bank Name

↓

Payment Elections 1 item

+ -	Order	*Country	*Currency	*Payment Type	Account
No Data					

3. After the account is removed from the Payment Elections section, go to the Accounts section and click **Remove** next to the account you wish to delete.

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Bank of America	United States of America	Bank Name	Checking	***** XXXX	Edit Remove View

4. Click **OK**. The account will be removed.

Entering Wisely Visa Payroll Card Information

The Wisely card is an alternative to having your pay deposited in a bank. Instead the pay is loaded onto a debit card that can be used to purchase items. For more information click [here](#).

1. Once in the Payment Elections page, go to the Payment Elections section and click edit.

Payment Elections 1 item

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Regular Payroll	Direct Deposit	Bank Name	***** XXXX	Balance Yes	<input type="button" value="Edit"/>

2. Click in the Payment Type field then select **Wisely Visa Payroll Card**.

Payment Elections 1 item

Order	*Country	*Currency	
+ -	United States of America	USD	<input checked="" type="radio"/> Direct Deposit <input type="radio"/> Wisely Visa Payroll Card Search <input type="button" value="x Direct Deposit ..."/>

3. You do not need to enter information into the Account column. Select Balance. Note that due to the type of payment, Amount and Percent are not options for the Wisely card. You also cannot split payments between a Wisely card or direct deposit—it must be one or the other.

Payment Elections 2 items

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
+ -	United States of America	USD	Wisely Visa Payroll Card		<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="radio"/> Percent

4. Click .

5. Your Payment Election should now look like the image below.

Payment Elections 1 item

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Regular Payroll	Wisely Visa Payroll Card			Balance Yes	<input type="button" value="Edit"/>