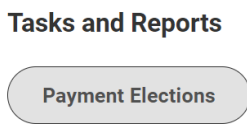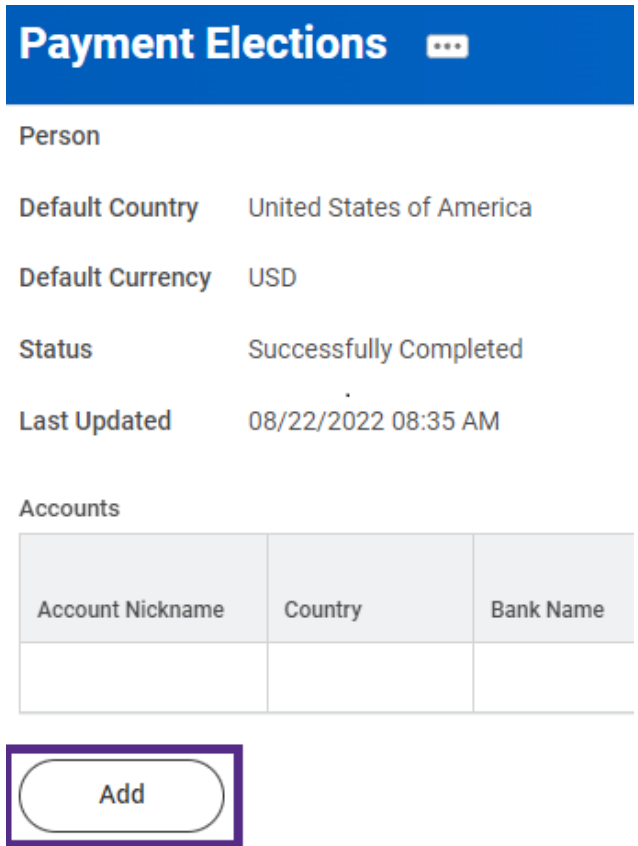# WORKDAY QUICK GUIDE

PAYMENT ELECTIONS	
1. Select the **Benefits and Pay Resources** app from the Global Navigation menu (Menu > Benefits and Pay Resources).	☰ MENU 🪙 Benefits and Pay Resources
2. Select the **Payment Elections** button from the Overview page.	**Tasks and Reports** Payment Elections
3. To add a bank for direct deposit of your paycheck, select the **Add** button.	**Payment Elections** ••• Person Default Country United States of America Default Currency USD Status Successfully Completed Last Updated 08/22/2022 08:35 AM Accounts Account Nickname / Country / Bank Name Add

4. Enter the direct deposit information for your bank.

5. Select **OK**.

Preferred Payment Method

Payroll Payment	*	✕ Direct Deposit
Travel & E-Reimbursement	*	✕ Direct Deposit

Account Setup

Worker ▬▬▬▬▬▬▬

Sample Check

Jonathon Doe
4321 Main St.
Anywhere, CA 94000

SAMPLE

123

DATE

$

Dollars

YOUR BANK NAME
9876 1st St.
Anywhere, CA 94000

DO NOT INCLUDE
Check #

⑆123456789⑆ ⑈0001234567890⑈ 00123

9 Digit Routing #
Between the ⑆ symbols

Account #
Include all zeros
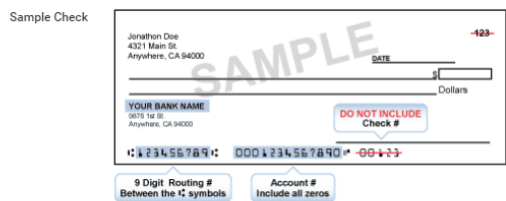
Account Information

Account Nickname (optional)		
Routing Transit Number	*	
Bank Name	*	
Bank Identification Code		
Account Type	*	● Checking
		○ Savings
Account Number	*	

OK   Cancel