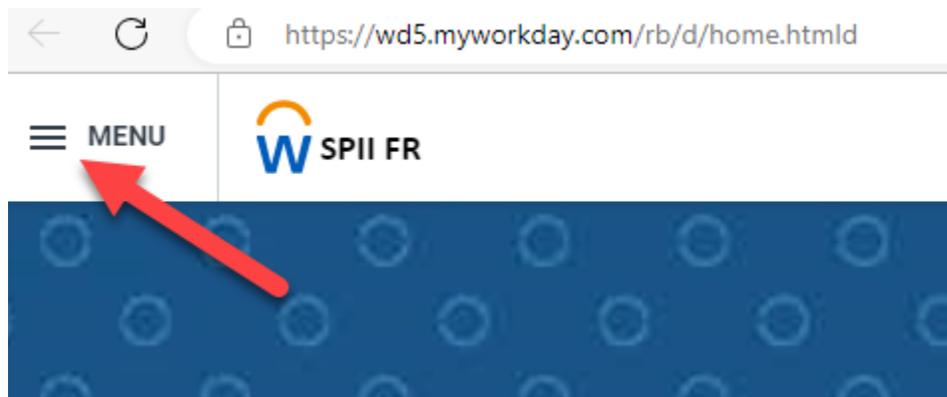After signing into Workday, click on hamburger in the upper left corner OR click on View All Apps on the center right side of the Workday home screen.
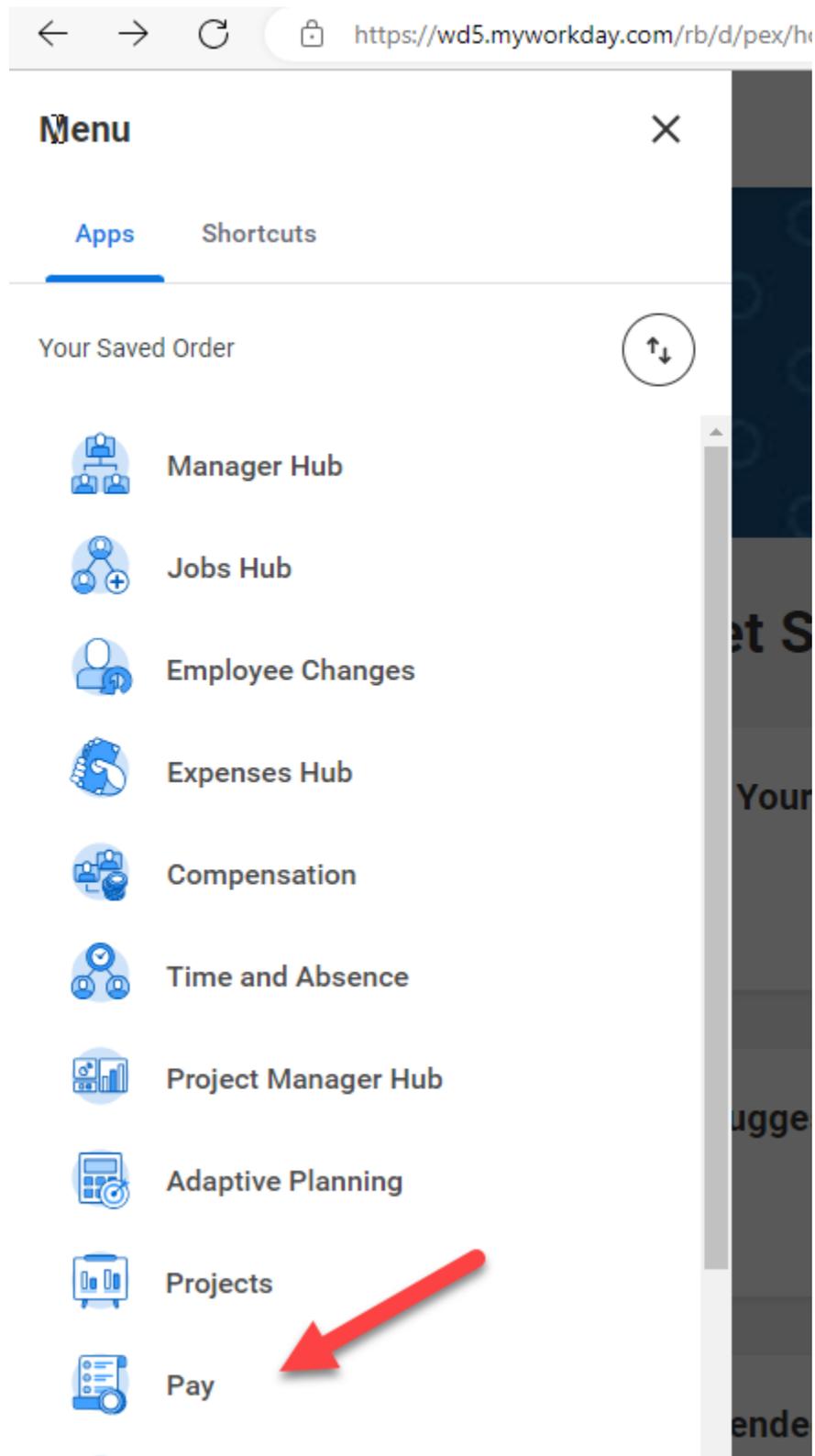

Your Top Apps
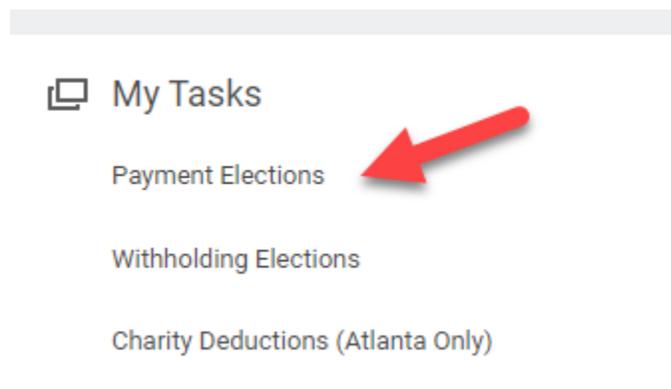
Manager Hub

Jobs Hub

Employee Changes

Expenses Hub

View All Apps

The below menu pops up on the left side of the screen. Menu list may be different for different people. Select Pay.

In the Pay window, select Payment Elections from the My Tasks list on the right side of the screen.

This will bring up In Payment Elections screen. In the below screen shot, a credit union account is already set up. If this is the case, you can move down to the Change Payment Election step. If a credit union account needs to be set up in Workday, click on the Add button on the left side of the screen.
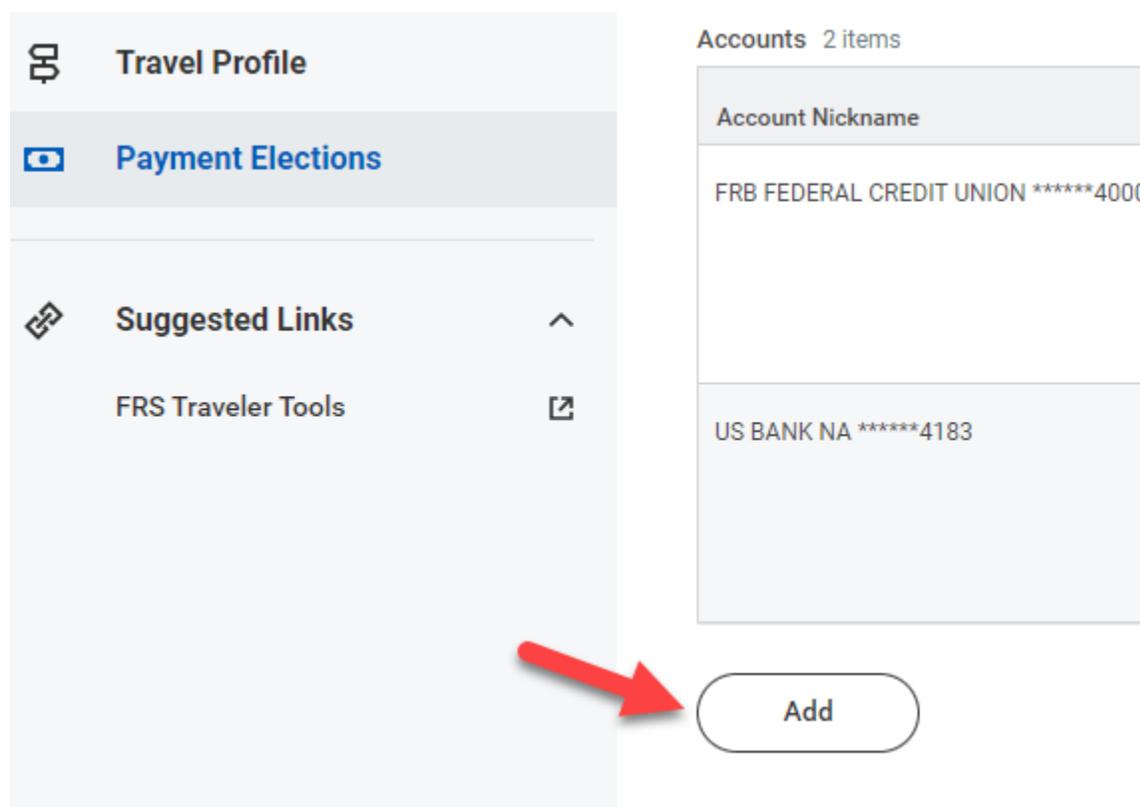
<u>Add Bank Account:</u>

A new screen will pop up to Add Account. Enter the following:

- Routing Transit Number - 254074581

- Bank Name – FRB FEDERAL CREDIT UNION
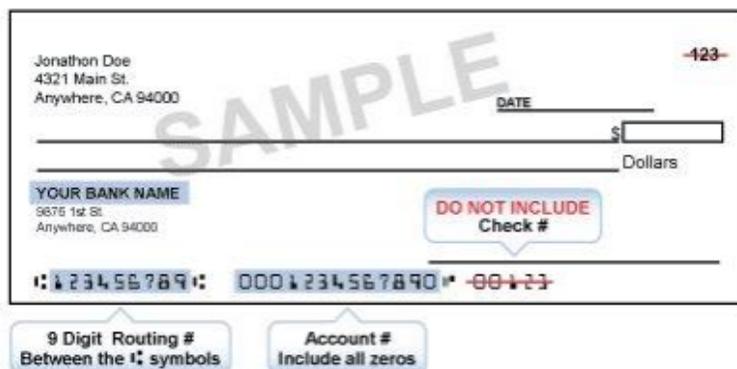- Account Type
- Account number

Add Account

Add account information for use when electing direct deposit for payments. Assign the account a nickname

Account Holder Name

Account Country   United States of America

Sample Check

Account Information

Account Nickname (optional)	
Routing Transit Number *	254074581
Bank Name *	FRB FEDERAL CREDIT UNION
Account Type *	○ Checking
	● Savings
Account Number *	########000

OK   **Cancel**
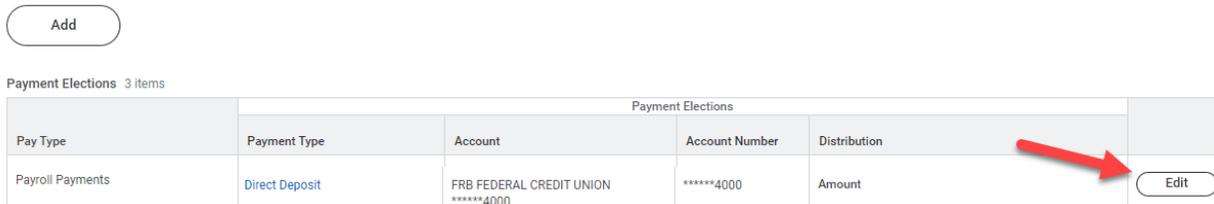
Change Payment Election:

Once your account is set up, you can update the Payment Elections by selecting the Edit button.
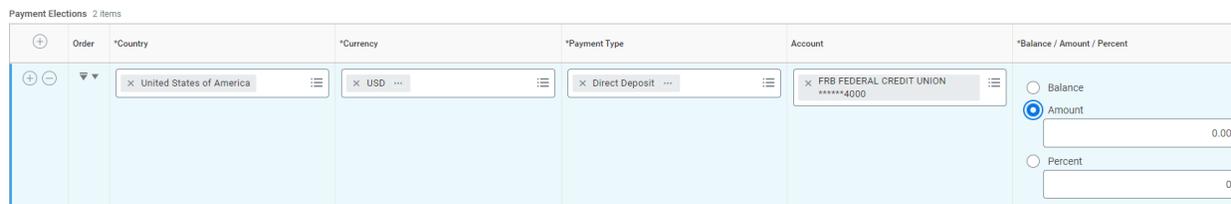

A new window will pop up allow you to select your account. Select the radio button of either Balance or Amount. Amount will deposit a specific amount, Balance will deposit the remainder of your payroll after individual amounts are processed. You can also select a Percentage of your payroll to be deposited.

You're set up! Depending on the timing of the payroll cutoff date, it may an additional payroll period to take effect.