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





Jobs Hub



**Employee Changes** 



Expenses Hub

B 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.

₽	Travel Profile	Accounts 2 items
	Payment Elections	Account Nickname FRB FEDERAL CREDIT UNION *****4000
4P	Suggested Links	
	FRS Traveler Tools	US BANK NA *****4183
		Add

### Add Bank Account:

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

4321 Main St. Anoshere CA 94000	- ND		
	VILL	DATE	s
21	- W		Dollars
YOUR BANK NAME 9675 1st St Anywhere, CA 94000		DO NOT INCLUDE Check #	
1123456789C	00012345678	190 * 00123	
A.	~		

# Account Information

Account Nickname (optional)					
Routing Transit Number	*	254074581			
Bank Name	*	FRB FEDERAL CREDIT UNION			
Account Type	*	<ul><li>Checking</li><li>Savings</li></ul>			
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.

(	Add									
Payment Elections 3 items										
		Payment Elections								
	Pay Type	Payment Type	Account	Account Number	Distribution					
	Payroll Payments	Direct Deposit	FRB FEDERAL CREDIT UNION ******4000	*****4000	Amount		Edit			

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.

Payment Election								
Payment elections made while Payroll is in progress may not go into effect until the next pay period.								
Pay Type		Payroll Payments						
Person								
Default Country United States of America								
Default Curre	Default Currency USD							
Number of El	Number of Elections Allowed 10							
Payment Elect	Payment Elections 2 /łems							
(+)	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent		
$\oplus \bigcirc$	₹ *	× United States of America ∷≣	× USD … :≡	× Direct Deposit ··· !⊟	× FRB FEDERAL CREDIT UNION ∷	O Balance		
					4000	Amount		
						0.00		
						Percent		
						0		

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