

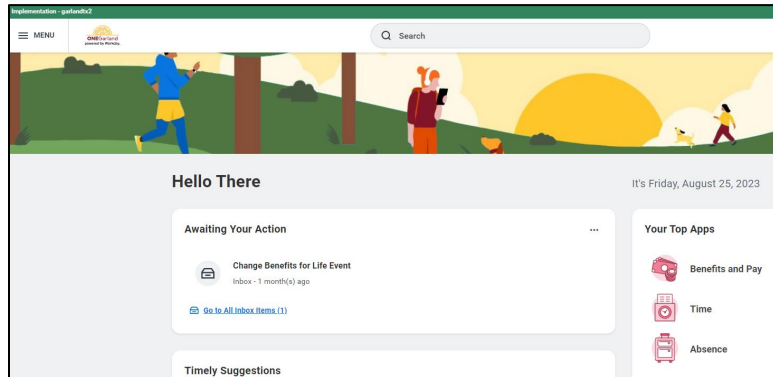
DIRECT DEPOSIT ELECTIONS


THERE ARE TWO METHODS TO CHOOSE FROM WHEN MAKING DIRECT DEPOSIT ELECTIONS.

METHOD 1

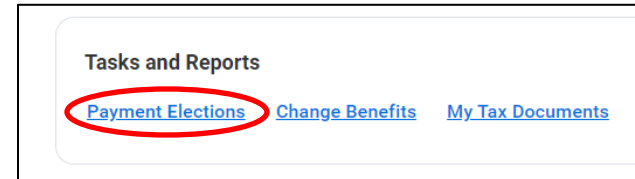
From the Workday Dashboard:

1. Once logged into your Workday Dashboard locate the Your Top Apps, click on the **Benefits & Pay** shortcut.

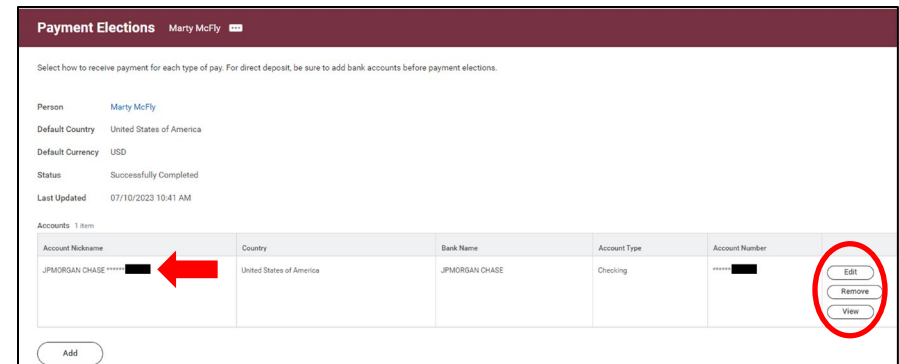


Note: If you do not see the shortcut, you can add it by selecting **Menu** in the top left corner and clicking on **BLUE +ADD APPS** button. Use the search bar to type in **Benefits & Pay**, to add the app click on the plus sign (+) on the right. Next click on the **Back to Menu** link and close the box. Once back on the dashboard click on the **Refresh** button  or **F5** to see the updated change.

2. A new page will open and at the top select **Payment Elections**.

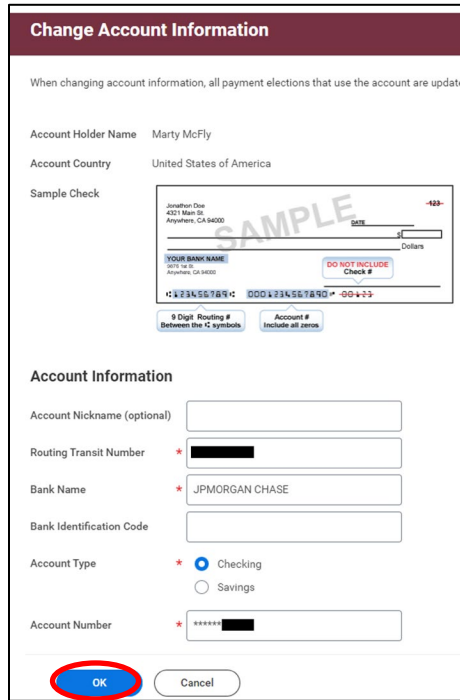


3. On the **Payment Elections** screen, the bank account currently being used will be listed. Select the bank needing to be updated, then choose the action on the far right that is needed for either **EDIT, REMOVE, or VIEW**.



4. If you are editing the information listed, click **Edit** and a new screen will open showing an example of a direct deposit check and specific boxes that need to be completed. *A Red Asterisk * indicates the field is mandatory.*
 - a. Routing Transit Number
 - b. Bank Name
 - c. Account Type
 - d. Account Number

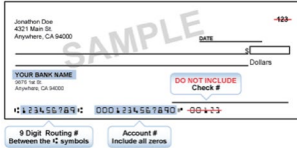
5. Click **OK** after updates have been completed.



Change Account Information

When changing account information, all payment elections that use the account are updated.

Account Holder Name: Marty McFly
Account Country: United States of America

Sample Check: 

Account Information

Account Nickname (optional):

Routing Transit Number: *

Bank Name: * JPMORGAN CHASE

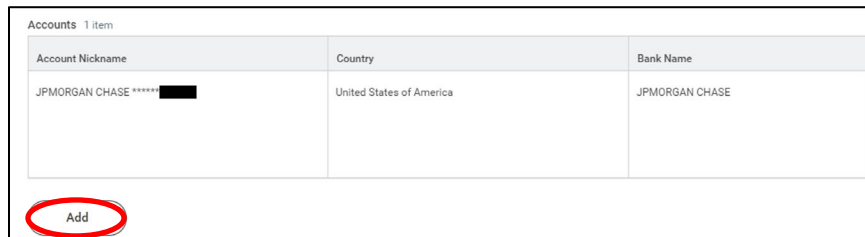
Bank Identification Code:

Account Type: * Checking Savings

Account Number: *

OK Cancel

6. If a new bank account needs to be added, click on **ADD** in the bottom left-hand corner of the screen, and then the **Add Account** screen appears.



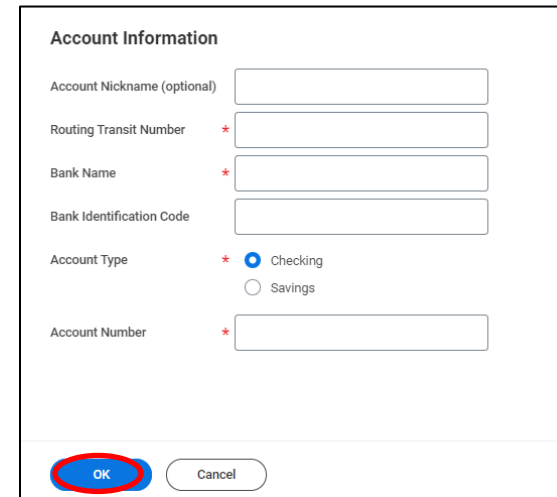
Accounts 1 item

Account Nickname	Country	Bank Name
JPMORGAN CHASE *****	United States of America	JPMORGAN CHASE

Add

7. Under **Add Account** you will need to complete the following fields. *A Red Asterisk * indicates the field is mandatory.*

- Routing Transit Number
- Bank Name
- Account Type
- Account Number



Account Information

Account Nickname (optional):

Routing Transit Number: *

Bank Name: *

Bank Identification Code:

Account Type: * Checking Savings

Account Number: *

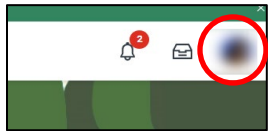
OK Cancel

9. The City of Garland only allows up to 3 bank accounts to be added for each employee.

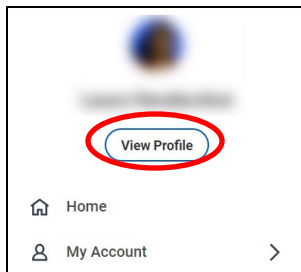
METHOD 2

From the Workday Dashboard:

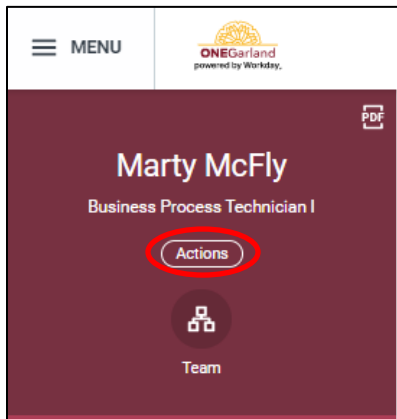
- Once logged in you will be on the Workday dashboard. Click on the **Profile Icon** (Your Picture) in the upper right-hand corner.



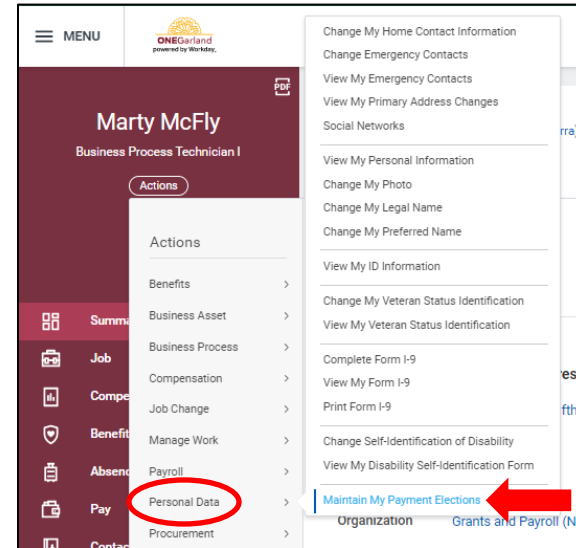
- Next select **View Profile**.



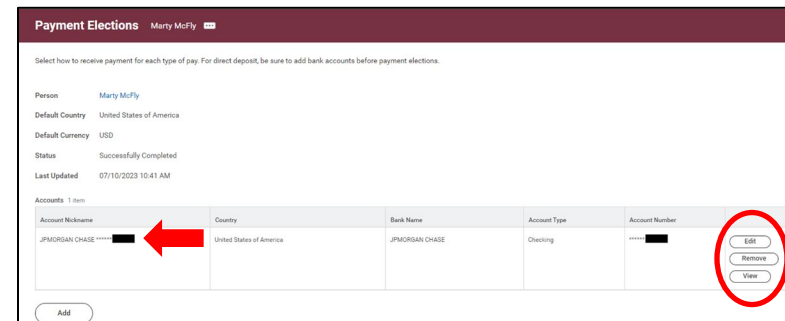
- On the far-left side of the page select **ACTIONS**.



- Find **Personal Data** and then select **Maintain Payment Elections**.



- On the **Payment Elections** screen, the bank account currently being used will be listed. Select the bank needing to be updated, then choose the action on the far right that is needed for either **EDIT**, **REMOVE**, or **VIEW**.

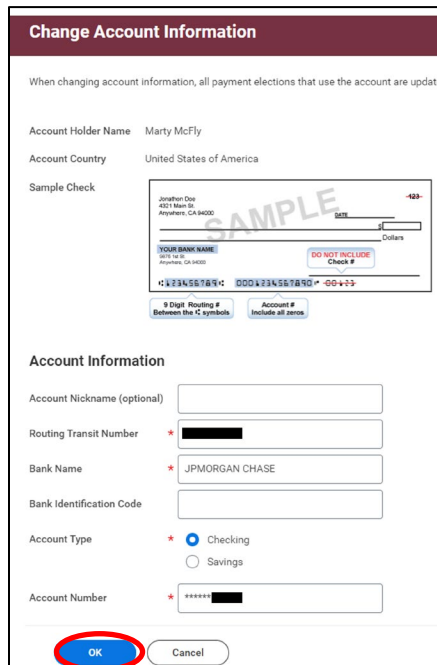


6. If you are editing the information listed, click **Edit** and a new screen will open showing an example of a direct deposit check and specific boxes that need to be completed.

*A Red Asterisk * indicates the field is mandatory.*

- a. Routing Transit Number
- b. Bank Name
- c. Account Type
- d. Account Number

7. Click **OK** after updates have been completed.



Change Account Information

When changing account information, all payment elections that use the account are updated.

Account Holder Name: Marty McFly
Account Country: United States of America

Sample Check:

Jonathan Doe
4321 Main St.
Anywhere, CA 94000

YOUR BANK NAME
4321 Main St.
Anywhere, CA 94000

Account Information:

Account Nickname (optional):

Routing Transit Number: *

Bank Name: * JPMORGAN CHASE

Bank Identification Code:

Account Type: * Checking Savings

Account Number: *

OK Cancel

8. If a new bank account needs to be added, click on **ADD** and then the **Add Account** screen appears.

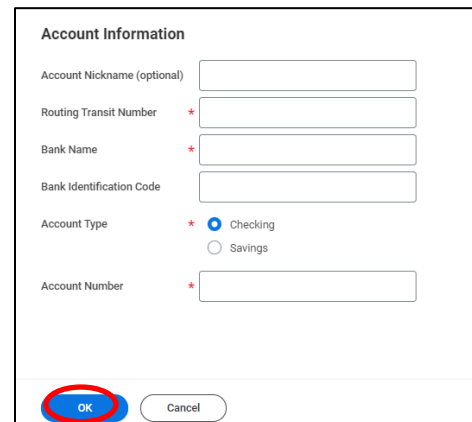


Account Nickname	Country	Bank Name
JPMORGAN CHASE *****	United States of America	JPMORGAN CHASE

Add

9. Under **Add Account** you will need to complete the following fields. *A Red Asterisk * indicates the field is mandatory.*

- a. Routing Transit Number
- b. Bank Name
- c. Account Type
- d. Account Number



Account Information

Account Nickname (optional):

Routing Transit Number: *

Bank Name: *

Bank Identification Code:

Account Type: * Checking Savings

Account Number: *

OK Cancel

The City of Garland only allows up to 3 bank accounts to be added for each employee.