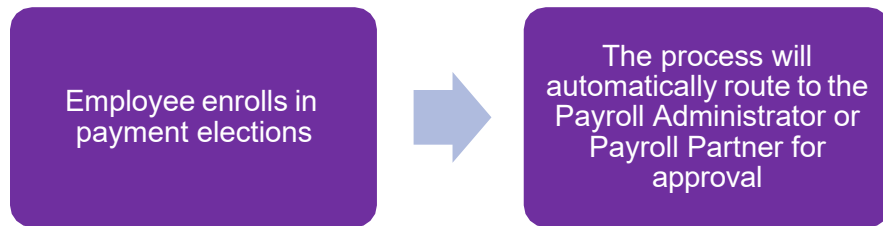


### Overview

This job aid explains how to enter or update your payment election(s), i.e., direct deposit account(s), in Workday. Payment Elections are effective immediately after approved by Payroll. This could take up to one pay period to take effect, depending on when the account(s) are entered for authentication and approval.

**Important:** Updating your Payment Elections requires your device to be connected to a **Montgomery College Network** (physically on any campus or office location). Personal Networks will only allow you to view your bank information and you will not have the access to make changes to your elections. If you need assistance or have any questions, please contact the Payroll Services Team at [payroll@montgomerycollege.edu](mailto:payroll@montgomerycollege.edu).

### Process Flow: Payment Election Enrollment Event



## Add a Direct Deposit Account

1. From the Workday home page, select **View All Apps** then select the **Pay** application.
2. In the Tasks column, select **Payment Elections**.
3. Click **Add**.

4. Select **Direct Deposit** in the Payroll Payments field.
5. Select **Direct Deposit** in the Expense Payments field.
6. Enter the **Routing Transit Number**.
7. Enter the **Bank Name**.
8. Enter the **Bank Identification Code**, if applicable.
9. Select the **Account Type** (Checking or Savings).
10. Enter the **Account Number**.
11. Click **OK**.

## Manage Your Payment Elections

1. From the Workday home page, select **View All Apps** then select the **Pay** application.
2. In the Tasks column, select **Payment Elections**.
3. Click **Edit** in the Payment Elections section to add or modify payment elections.

Pay Type	Payment Elections				Edit
	Payment Type	Account	Account Number	Distribution	
Payroll Payments	Direct Deposit	Bank of America	*****	Amount 200.00	Edit
	Direct Deposit	Bank of America	*****	Balance Yes	
Expense Payments	Direct Deposit	Bank of America	*****	Balance Yes	Edit

4. Click the **plus sign** to add (or minus sign to remove) an account.
5. Use the dropdown menus to make selections and add or update the amount to deposit into the account.
6. Click **OK**.

**Note:** A direct deposit account cannot be removed until it is no longer assigned to Payroll or Expense Payments in the Payment Elections section. Click the **Edit** button under Payment Elections to remove the account. Then under the Accounts section, **Edit** or **Remove** the direct deposit account.