

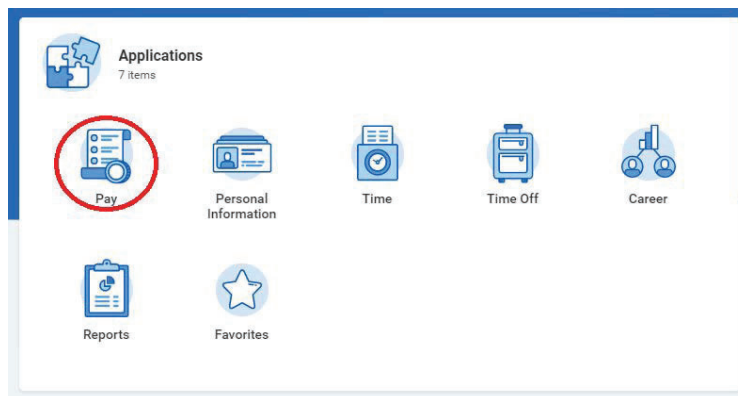
DIRECT DEPOSIT

BENEFITS OF DIRECT DEPOSIT

- * **Peace of Mind** - with Direct Deposit, you don't have to worry about receiving your payment late because of mail delays or having your check lost or stolen.
- * **Prompt Payment** - you will have access to your money earlier, since the deposit will be credited on the payment date, thus eliminating any mail delays.
- * **Convenience** - If you need cash, simply go to an ATM teller to withdraw cash that has already been deposited to your account!
- * **Freedom** - Your payment will be automatically deposited to your account, whether you are on vacation, traveling, or ill.
- * **Time Savings** - with Direct Deposit, you will have more time to do the things you enjoy since you do not have to make a special trip to deposit your check.
- * **Weather Proofing** - many times, bad weather makes getting out to deposit your check inconvenient or even hazardous. Direct Deposit by electronic funds transfer eliminates this problem

STEP 1

Select "Pay" on your workday Home page.



STEP 2

Select “Payment Election” under View/Update Elections.

The screenshot shows the 'Pay' interface with a 'View/Update Elections' modal open. The modal contains two options: 'Withholding Elections' and 'Payment Elections', with the latter highlighted by a red box. The background shows a 'Recent Payslips' table and a 'Pay History' bar chart.

Payment Date	Gross	Net	View	Print
12/14/2018	\$383.81	\$176.76	View	Print
10/05/2018	\$389.66	\$184.54	View	Print
09/21/2018	\$383.91	\$183.43	View	Print
09/07/2018	\$263.66	\$78.71	View	Print
08/24/2018	\$630.39	\$383.63	View	Print

STEP 3

Select “Add Account.”

The screenshot shows the 'Payment Elections' settings page. The 'Add' button is highlighted with a red box. The page displays default settings for Country (United States of America) and Currency (USD). The left sidebar contains navigation options for Employee, Summary, Job, Compensation, and Pay.

Results	Pay Group	Input	Payslips	Payment Elections
Default Country	United States of America			
Default Currency	USD			
Payment Election	No payment elections specified.			

STEP 3 - Continued

Enter your Account Type, Bank Name, 9-digit Routing Number and Account Number. Then Select OK.

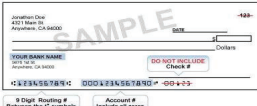
*Account Number is not your 16-digit Debit Card number.

Add Account

Add account information for use when electing direct deposit for payments. Assign the account a nickname for easy identification later. The bank na

Worker
Account Country: United States of America

Sample Check:



Account Information

Account Nickname (optional):

Account Type: Checking Savings

Bank Name:

Routing Transit Number:

Account Number:

OK
Cancel

STEP 4

Payment Election

Designate how to receive payments. For direct deposit you must first set up accounts on the previous page. If an account is not available, return to the summary page and add it to the list of valid accounts. If multiple elections are allowed, designate the order and distribution of payments. To submit a valid payment election, the last election specified must have a distribution type of balance to require the remaining amount, or the percentages must add up to 100 percent.

Pay Type: Regular Payments

Worker

Default Country: United States of America

Default Currency: USD

Number of Elections Allowed: 10

Order	Country	Currency	Payment Type	Account
1	United States of America	USD	Direct Deposit	America

***Balance / Amount / Percent**

Balance

Amount

Percent

OK
Cancel

Once your accounts have been added, designate your payment election to each account as an Amount, Percent, or Balance. The last account must be set to Balance. Then Select OK.