

## Updating Your Direct Deposit

Welcome, [REDACTED]

**Announcements**  
3 Items

**Your 2020 Form W-2 is Now Available in Workday**  
You can now access your 2020 Form W2 in Workday. It can be found under the My Tax Documents area of the Pay...

**Your 2020 Form 1095-C is Now Available in Workday**  
Click the link below to view and print your 2020 form 1095-C. You can also access it at any time by going to Actions >...  
[View My 1095-C](#)

**Earned Income Credit!**  
If you are eligible for earned income credit see the link below  
...

**Applications**  
20 Items

- Learning
- Team Time Off
- Expenses
- My Team
- Manager Turnover Reports
- Top Used Reports
- Payroll Year End
- Settlement

- Log in Workday using your credentials and it will take you to the Home page.
- On the upper right side of the screen you will your picture or a cloud, click there to 'View Profile' where it says your name.
- Select the tab 'Pay' on the left hand side and then 'Payment Elections' on the top row. To add a new account, click 'Add'

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Driver  
Actions  
Team

Summary  
Job  
Time Off  
Benefits  
Contact  
Personal  
Compensation  
Pay

Results Input **Payment Elections** Tax Elections Payslips Expenses (90 days) With

Default Country [United States of America](#)

Default Currency [USD](#)

Payment Election No payment elections specified.

[Add](#)

You can now select what Payment methods you want for each Run category. (Expenses will only be paid through direct deposit)

## Payment Election Option

Person Trevor Baxter

Default Country United States of America

Default Currency USD

### Preferred Payment Method

Expense Payments	*	X Direct Deposit ...	☰
Regular Payments	*	X Direct Deposit ...	☰
Bonus Payments	*	X Check ...	☰
Annual Corp Bonus Payment Election	*	X Check ...	☰
RSU payment Election	*	X Manual ...	☰
Gift Card	*	X Manual ...	☰

Then Fill out the Account Setup information and click 'OK'

## Account Setup

Account Holder Name Trevor Baxter

Sample Check



## Account Information

Account Nickname (optional)

Routing Transit Number \*

Bank Name \*

Bank Identification Code

Account Type \*

- Checking  
 Savings

Account Number \*

OK

Cancel