

Manage Your Payment Elections (Direct Deposit)

Using PeopleSync, you are able to add, remove, and update your direct deposit account(s) information. Additionally, you have the ability to specify how your pay is distributed between multiple direct deposit accounts. Accounts must be domestic (US) accounts and up to 5 (five) accounts may be added.

In order to add/update an account, you must have the following information available:

- Bank Name
- Routing Number
- Account Number

Note: Direct Deposit changes may take 1-2 weeks to take effect, depending on when changes are submitted.

Add and Update Payment Elections

Steps
1. From the Workday homepage, locate and select the Pay icon.
2. Under the Actions menu, select the Payment Elections link.
3. The <i>Payment Elections</i> page will display. From here you can: <ul style="list-style-type: none"> • View your current payment elections • Add / change an account • Change payment elections
4. To add an account, click the [Add Account] button.
5. The <i>Add Account</i> page will display. Input the following account information <ul style="list-style-type: none"> • Account Type* • Bank Name* • Routing Transit Number* • Account Number* • Bank Identification Code, which is information to identify individual banks around the world <p>Note: Fields marked with an asterisk are required in PeopleSync.</p>
6. To change the distribution of the payment across multiple accounts, click the [Change Election] button.
7. On the <i>Payment Election</i> page, use the plus (+) icon and minus (-) icon to add or remove rows. <p>Note: When you allow more than one allocation for a payment type, you must specify how to distribute the payments by selecting and entering an <i>Amount or Balance</i>.</p>

8. In each payment election row, input the following information:

- Country*
- Currency*
- Payment Type*
- Account
- Balance /Amount / Percent*

Note: Under Payment Type, you can only choose **Direct Deposit** and **Check**, you cannot select both. You must select **Balance** for the last election OR the combined **Percent** of your elections must equal 100%. This will ensure that 100% of the pay is allocated out to your payment elections.

9. Use the [**Change Account**] option to make changes to an existing account.

Note: Your account information will appear when you select [**Change Account**].

10. Use the [**Delete Account**] option to remove an account that will no longer be used.

11. Click [**OK**].

Please note that direct deposit is not required. If you do not set up your direct deposit in PeopleSync, you will receive a paper check.

For additional information please contact PeopleLink at (212) 992-LINK [5465] or AskPeopleLink@nyu.edu.