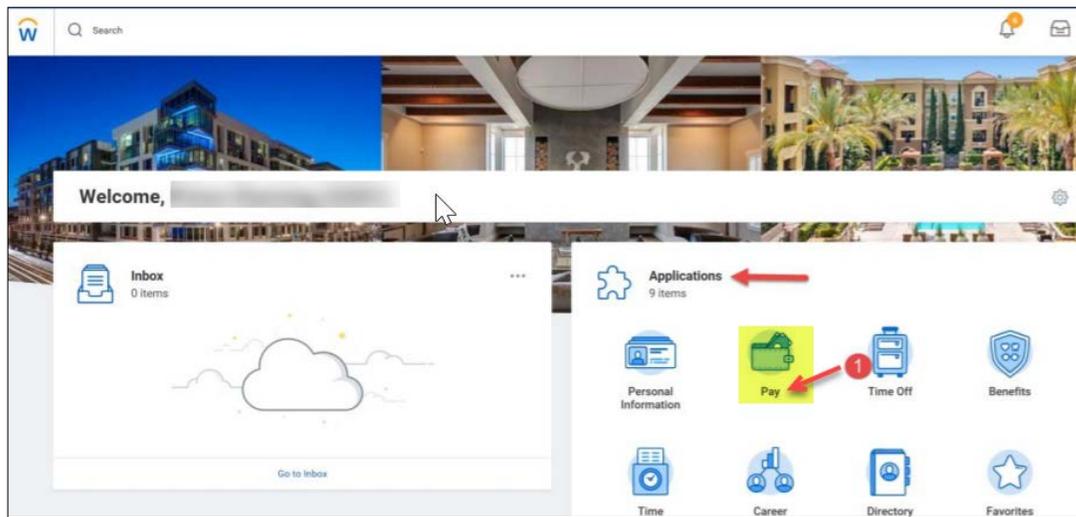


Direct Deposit is the fastest and most secure way to receive your pay. If you choose Direct Deposit, the money will be in your account on the next available pay day. Another perk of Direct Deposit is the ability to assign multiple bank accounts if you want to allocate a portion of your check elsewhere. Just note that with Direct Deposit it is very important that you enter the correct routing and account numbers.

1. To set up Direct Deposit, select the Workday icon on OKTA. On the Workday homepage, select “Pay” from Applications.



2. Under Actions, select “Payment Elections”.



3. For **first time** Direct Deposit set ups, please select “Add Elections”.



4. Select how you would like to receive your paycheck: either with an actual check or by direct deposit.

Payment Election Option

Elect how to receive payment for the selected types of pay. If selecting direct deposit, also set up an account to use. You can add additional accounts later.

Worker [Redacted]

Default Country United States of America

Default Currency USD

Payment Type * Direct Deposit

Use for Pay Type Regular

Account Setup

5. If selecting “Direct Deposit” enter your bank account number and routing number (located on the bottom of your check), select “OK”, then Done.

Sample Check

YOUR BANK NAME
9876 1st St
Anywhere, CA 94000

9 Digit Routing #
Between the | symbols

Account #
Include all zeros

Account Information

Account Nickname (optional)

Routing Transit Number *

Bank Name *

Bank Identification Code

Account Type * Checking Savings

Account Number *

OK Cancel

6. If you want to add additional account(s), simply select “Add”, and repeat Step #5.

Default Country United States of America

Default Currency USD

Status Successfully Completed

Last Updated

Last Updated By

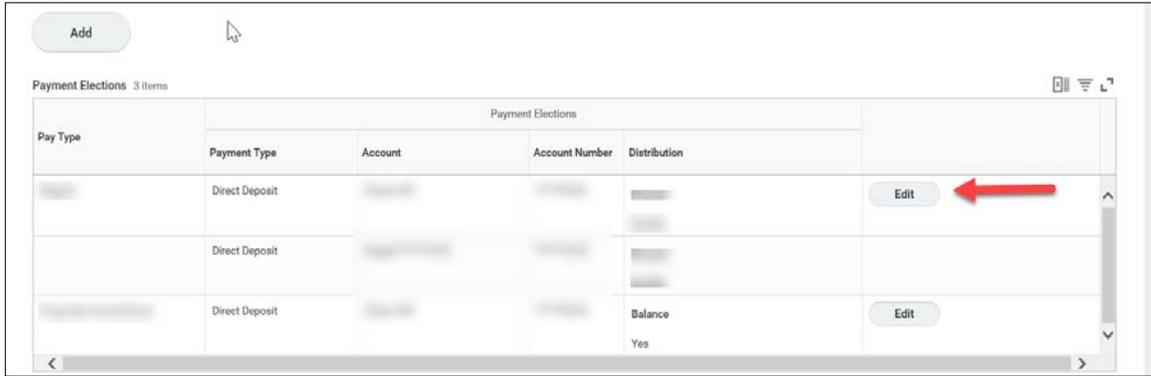
Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	Precede Status	
[Redacted]	United States of America	[Redacted]	[Redacted]	[Redacted]	None	Edit Remove

Add

*****Please note that you have a maximum of nine (9) accounts allowed for direct deposits*****

7. After you have added all your Bank Direct Deposit information, it is very **IMPORTANT** to **assign contributions** to your Direct Deposit account(s). From the “Payment Election” section, on the righthand side of the screen, select “Edit”. If you do not assign contributions to your direct deposits, you will receive an actual check.



8. Select the account you would like to add to the Payment Election, then enter the amount or percentage. Make sure that the last account is selected as the **“Balance”**. Then click OK.

