

To Add or Update Direct Deposit Information

1. Login to **SSO - Workday**
2. Click on **Menu** in the upper left corner and choose **Pay** from the list.
3. Click on **Payment Elections** in the Actions box.
4. Click **Add** in the Accounts section to enter your direct deposit information. To add more than one direct deposit account, you will click the Add button again, and enter the information for the additional account.
5. Enter your Account Type, Routing Transit Number, Account Number, and Bank Name.
6. Once you have entered your banking information, you will click **OK**.
7. After you add your direct deposit account(s), you must edit the **Payment Elections** section below the Account section to select how you want to receive your payroll or any expense reimbursements.
8. When you click Edit, you will be able to update the **Payment Type** and the **Account** columns to choose whichever account you want to use for direct deposit.
9. If you would like to split your paycheck between multiple accounts, you will click the plus sign on the left-hand side and update the Payment Type, Account, and Balance/Amount/Percent columns for how you wish to disburse your funds.
10. Once you have made your changes, you will click **OK**.
11. If you already have account information entered, click **Edit** to make a change or click **Remove** to delete the account altogether.

**Please note, if you are deleting a direct deposit account, you must first make sure the account that will be deleted is not already being used for Payroll or Expense (see steps 6 & 7), otherwise you will receive an error.
12. For **biweekly** paid employees: To ensure your next paycheck will be direct deposited to the correct account, please make any necessary changes at least one week prior to the **pay date** that you want the change to take effect.
13. For **monthly** paid employees: To ensure your next paycheck will be direct deposited to the correct account, please make any necessary changes by the **15th** of the month.

Feel free to contact the Payroll Department with any questions or to confirm changes.
payroll@tamuk.edu or 361-593-4604