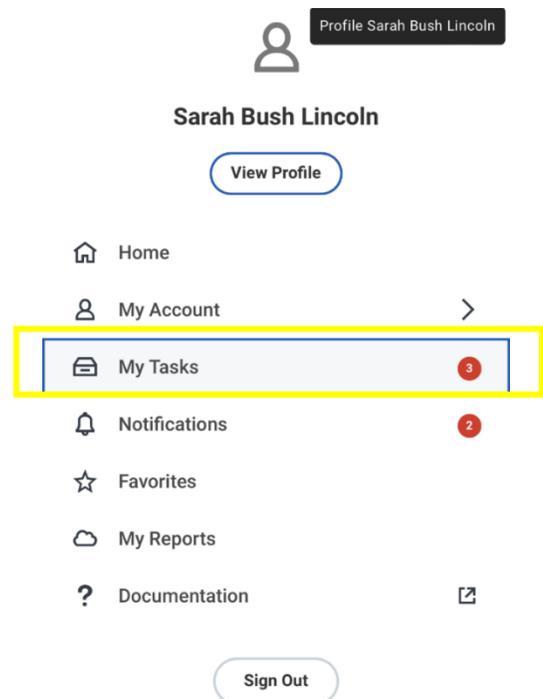
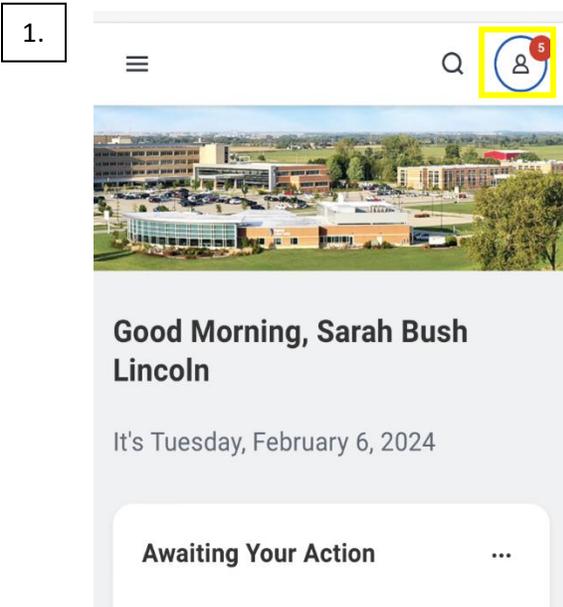


Update Direct Deposit

Pre-Hire User Guide – Mobile

1. Once logged in to Workday, navigate to the person icon in the top right corner. Click “My Tasks”
2. Find task titled Update Direct Deposit
3. Select Preferred Payment Method for both Expense Payments and Regular Payroll Payments
4. If Direct Deposit, choose account type, enter Routing Number, Account Number, and Bank Name.
5. Hit “OK”



← Item 1 of 2



Preferred Payment Method

Expense Payments *

× Direct Deposit



Regular Payroll Payment *

× Direct Deposit



Account Setup

Account Holder Name

Sarah Bush Lincoln

Sample Check

Jonathon Doe
4321 Main St

Cancel

OK

← Item 1 of 2



Account Information

Account Type *

Checking

Savings

Routing Transit Number *

Account Number *

Bank Name *

Cancel

OK