

Setting up Direct Deposit in Workday

1. Open your browser and log in to Workday (workday.wustl.edu) with your WUSTL Key credentials. (Note: Payment elections cannot be changed through the Workday app.)
2. Click on the **Pay** application.
3. Select **Payment Elections** under the “Actions” column.
4. Click the **Add** button.
5. Enter your bank account information according to the directions on the page, and then click “OK.”

Account Information

Account Nickname (optional)

Routing Transit Number

*

Bank Name

*

Bank Identification Code

Account Type

*

Checking

Savings

Account Number

*

OK

Cancel

- Check your **Payment Elections** page to make sure your bank account information is correctly displayed or make any necessary changes via the “Edit” button. It should look like this:

Person [Karen Backes](#)

Default Country United States of America

Default Currency USD

Status Successfully Completed

Last Updated 07/04/2021 08:58 AM

Turn on the new tables view

Accounts 1 item 🔍 📄 🗑️ 🔄

Account Nickname	Country	Bank Name	Account Type	Account Number	
ACCT NICKNAME (Defaults to name of bank)	United States of America	NAME OF BANK	Checking	*****###	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>

- Scroll to the bottom of the Payment Elections page to make sure the Payment Type for “Regular Payments” is set to “**Direct Deposit – Payroll.**” If it is set to “check,” click the edit button at the end of that row, change the payment type, and click OK.

Payment Elections 2 items

Pay Type	Payment Type
Regular Payments	Direct Deposit - Payroll

Visit [Workday Help](http://workdayhelp.wustl.edu) (workdayhelp.wustl.edu) for more information about managing your payment elections.