**Direct Deposit**

**Workday Instructions**

Work day will be used to sign up for direct deposit as well as updating information on banking accounts. To sign up for direct deposit or to update information, follow these steps:

1. Login to Workday using your Hamline username and password.

2. In the Applications box select Pay.

3. In the Actions box select Payment Elections.

4. If you would like to add an account, click on Add under the Accounts section. Put in the required information needed then click Ok at the bottom once you are finished.

5. If you would like to split the amount of your check between 2 or more accounts, in the Payment Elections section click edit. To add an account click on the + sign and enter in the information you would like to add or change, then click Ok at the bottom.