Manage Your Payment Elections (Direct Deposit)

Using PeopleSync, you are able to add, remove, and update your direct deposit account(s) information. You have the ability to specify how your pay is distributed between multiple direct deposit accounts. Accounts must be domestic (US) accounts and up to 5 (five) accounts may be added.

Add and Update Payment Elections

1. From the Workday homepage, locate and select the **Pay** icon.
2. Under the Actions menu, select the **Payment Elections** link.
3. The *Payment Elections* page will display. From here you can:
    - View your current payment elections
    - Add / change an account
4. To add an account, click the **[Add]** button in the *Accounts* section.
5. The *Add Account* page will display. Input the following account information:
    - Account Nickname (optional)
    - Routing Transit Number*
    - Bank Name*
    - Bank Identification Code (optional, used to identify individual banks around the world)
    - Account Type*
    - Account Number*

Note: Fields marked with an asterisk are required.

6. To change the distribution of the payment across multiple accounts, look to the Payment Elections section. Click the [Edit] button for the account you wish to modify.
7. On the Payment Election page, use the plus (+) icon and minus (-) icon to add or remove rows.

Note: When you allow more than one allocation for a payment type, you must specify how to distribute the payments by selecting and entering a Balance, Amount, or Percent.

8. In each payment election row, input the following information:
    - Country*
    - Currency*
    - Payment Type*
    - Account
    - Balance / Amount / Percent*

Note: Under Payment Type, you can only choose Direct Deposit or Check, you cannot select both. You must select Balance for the last election OR the combined Percent of your elections must equal 100%.

9. To make changes to an existing account, click on the [Edit] button beside that account.
10. Use the [Remove] button to remove an account that will no longer be used.

Note: Direct deposit is not required. If you do not set up your direct deposit in PeopleSync, you will receive a paper check.

Note: Direct deposit changes may take 1-2 weeks to take effect, depending on when changes are submitted.

For additional information, please contact PeopleLink at (212) 992-LINK [5465] or *AskPeopleLink@nyu.edu*.