Enrolling in Direct Deposit in Workday

1. Log into Workday at workday.uchicago.edu.

2. Go to ‘Menu’ in the top left corner.

3. Click on the ‘Pay’ application.

4. Under the Actions box, click on ‘Payment Elections’.

5. Click ‘Add’.

6. Add your bank account information.

7. Click ‘OK’.

8. After adding your account, make sure you change all ‘Payment Elections from ‘Check’ to your newly added bank account. Without this step completed, all payments will continue to disburse via check.