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.*

Menu	✕
Apps	Shortcuts

My Performance
Lab Tuition Remission
Time Off
Career
Personal Information
Pay

Actions

Withholding Elections

Payment Elections

Account Information

Account Nickname (optional)	
Routing Transit Number	*
Bank Name	*
Bank Identification Code	
Account Type	* ○ Checking ○ Savings
Account Number	*

OK   Cancel