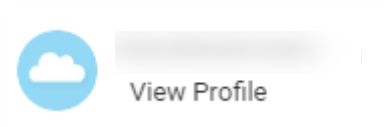


Your bank details are held within your Workday profile. To amend your bank details, click on your *profile icon* in the top right-hand corner of the screen.



Click *View Profile*



Click *Pay* and select *Payment Elections*

The screenshot shows the Workday interface. On the left is a blue navigation sidebar with icons for Summary, Overview, Job, Academic, Personal, Contact, Compensation, Pay, Time Off, and Career. The 'Pay' icon is highlighted with a red box. The main content area shows 'Payslips: Payment Elections' with a red box around the title. Below this, there are details for Default Country (Australia), Default Currency (AUD), Status (Successfully Completed), and Last Updated (09/12/2019 08:58 PM). There is an 'Accounts' table with 1 item:

Account Nickname	Country	Bank Name	Account Type	Account Number	
	Australia		Savings		Edit Remove

Below the accounts table is an 'Add' button. The 'Payment Elections' section has 1 item:

Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll Interface	Direct Deposit			Balance Yes	Edit

To change your bank details, click *Edit* to change your bank details.

Payment Elections

Default Country: Australia
Default Currency: AUD
Status: Successfully Completed
Last Updated: 09/12/2019 08:58 PM

Accounts: 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
	Australia		Savings	*****6408	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Payment Elections: 1 item

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Payroll Interface	Direct Deposit		*****6408	Balance Yes	<input type="button" value="Edit"/>

To add an additional account to split your payment across multiple accounts, click *Add*.

Enter your account details and click *Ok*

Note: If you cannot find your BSB number within the drop-down options below, please raise a 'Workday Support' query via Service One

Add Account

Add account information for use when electing direct deposit for payments. A

Worker: [Redacted]
Account Country: Australia

Account Information

Account Nickname (optional)

BSB Number *

Bank Name *

Bank Identification Code

Account Type * Checking Savings

Account Number *

Name On Account *

The additional bank account will appear under Accounts.
To add the payment/percentage amount, click *Edit* in the Payment Election section.

Accounts 2 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
	Australia		Savings		<button>Edit</button> <button>Remove</button>
	Australia		Savings		<button>Edit</button> <button>Remove</button>

Add

Payment Elections 1 item

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Payroll Interface	Direct Deposit			Balance Yes	<button>Edit</button>


Click the  icon to add the new additional account

Payment Election

Designate how to receive payments. For direct deposit you must first set up accounts on the previous page. If an account is not available, return to the summary page and add it to the list of valid accounts. If multiple elections are allowed, designate the order and distribution of payments. To submit a valid payment election, the last election specified must have a distribution type of balance to capture the remaining amount, or the percentages must add up to 100 percent.

Pay Type: Payroll Interface
Worker: [Redacted]
Position: [Redacted]
Default Country: Australia
Default Currency: AUD
Number of Elections Allowed: 6

Payment Elections 1 item

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
	x Australia	x AUD	x Direct Deposit	x [Redacted]	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/> <input type="radio"/> Percent <input type="text" value="0"/>

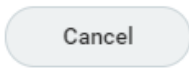
OK Cancel

Complete the required fields, include your payment/percentage amounts across your specified accounts on the far right. . **Note:** the *Account* field will appear once you have completed *Country/Currency* and *Payment Type*. Ensure you have *Balance* selected for the **last** account.

Payment Elections 2 items

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
+	Australia	AUD	Direct Deposit		<input type="radio"/> Balance <input checked="" type="radio"/> Amount 300.00 <input type="radio"/> Percent 0
+	Australia	AUD	Direct Deposit		<input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00 <input type="radio"/> Percent 0

Click OK



Confirmation of your change will appear in the *Payment Elections* page.

Navigation sidebar: Actions, Phone, Email, Team, Summary, Overview, Job, Academic, Personal, Contact, Compensation, Pay, Time Off, Career

Payslips | **Payment Elections**

Default Country: Australia
Default Currency: AUD
Status: Successfully Completed
Last Updated: 19/02/2020 01:13 PM

Accounts 2 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
	Australia	Aust & New Zealand Bank Group	Savings		Edit Remove
	Australia	Westpac	Savings		Edit Remove

Add

Payment Elections 2 items

Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll Interface	Direct Deposit			Amount 300.00	Edit
	Direct Deposit			Balance Yes	