



March 27, 2020

To: Texas A&M AgriLife

As agencies and employees continue to find different ways to work during this challenging time, Texas A&M AgriLife Administrative Services would like to take this opportunity to encourage all employees to utilize direct deposit. With alternate processing schedules during this time, in conjunction with mail service pickups and deliveries, paper checks may be delayed for payroll, travel and/or other reimbursement requests.

Please see the following Job Aid from Workday. With just a few easy steps, direct deposit can be set up.

### Steps (From the Workday Home page):

Navigate to your inbox

Click the “**Payment Election Enrollment Event**” action item located in your inbox

In the **Preferred Payment Method** section, select information including:

**Expense**

**Payroll**

Preferred Payment Method	
Expense *	<input type="text" value="Direct Deposit"/> [Menu]
Payroll *	<input type="text" value="Direct Deposit"/> [Menu]

In the **Account Information** section, add or edit information including:

**Account Nickname (optional)**

**Account Type**

**Bank Name**

**Routing Transit Number**

**Account Number**

Account Information	
Account Nickname (optional)	<input type="text"/>
Account Type *	<input checked="" type="radio"/> Checking <input type="radio"/> Savings
Bank Name *	<input type="text"/>
Routing Transit Number *	<input type="text"/>
Account Number *	<input type="text"/>

**Note:** The **Bank Identification Code** field will not be used at this time



Click **OK**

To add additional accounts for direct deposit, click **Add Account**

Accounts 1 item		
Account Nickname	Country	Bank Name
BB&T Personal	United States of America	Branch Banking and Trust Company

**Notes:**

You can distribute funds over multiple bank accounts (limit 5)

You must **first** add the accounts in the **Accounts** section to make them available as options in the **Payment Elections** section

Click **Change Account** to edit information on an account

Click **Delete Account** to delete the account

In the **Payment Elections** section, click **Change Election** on the Payroll row to add your first election to an account

Verify the following fields are correct:

**Country**

**Currency**

**Payment Type**

**Account**

**Balance / Amount / Percent**

**Notes:** When distributing your funds over multiple accounts:

Click the **Add Row** icon and fill in fields mentioned above

Select **Amount** to specify the dollar portion of your check to be deposited into an additional account

Select **Percent** to specify the percentage of your check to be deposited into an additional account

Select **Balance** to specify that you want the remainder of your check to be deposited into a specified account

Payment Elections 1 item		
Order	Country	Currency
1	United States of America	USD



*Payment Type	Account	*Balance / Amount / Percent
Direct Deposit	Personal Checking	<input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00 <input type="radio"/> Percent 0

Click **OK**

Enter comments if necessary

Click **Submit**

This completes the **Payment Election Enrollment Event (Onboarding)** process

Direct questions to Debbie Cummings, Chief Financial Officer, at [dacummings@ag.tamu.edu](mailto:dacummings@ag.tamu.edu) or via phone 979-845-4783 or Karisa Cherry, Director, Payroll, at [Karisa.Cherry@ag.tamu.edu](mailto:Karisa.Cherry@ag.tamu.edu) or via phone 979-845-4260.

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