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

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

- Account Nickname (optional)
- Account Type
- Bank Name
- Routing Transit Number
- Account Number

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

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
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 or via phone 979-845-4783 or Karisa Cherry, Director, Payroll, at Karisa.Cherry@ag.tamu.edu or via phone 979-845-4260.

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