

Add, Edit or Delete Direct Deposit – HR Partner

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[Direct Deposit Checklist](#)

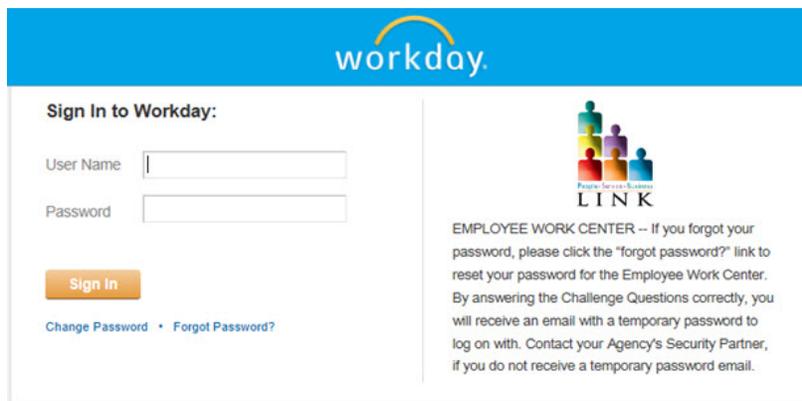
You will need the following items to add/edit/delete direct deposit information:

- Employee's Direct Deposit information.
- Employee's Payment Election preferences (percentages or amounts to different accounts).

[Log in to the Employee Work Center](#)

As an HR Partner, you can manage direct deposit information for employees.

1. Type your User Name, press tab, and then type your password.
2. Click **Sign In**, or press enter.



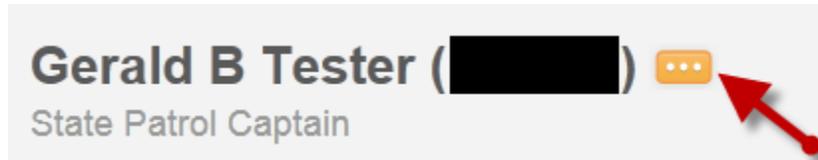
The screenshot shows the Workday login interface. At the top is a blue header with the 'workday.' logo. Below the header, the page is divided into two main sections. The left section is titled 'Sign In to Workday:' and contains two input fields: 'User Name' and 'Password'. Below these fields is an orange 'Sign In' button. At the bottom of this section are two links: 'Change Password' and 'Forgot Password?'. The right section features the 'LINK' logo, which consists of a stylized graphic of people and the text 'LINK' below it. Underneath the logo, there is a block of text: 'EMPLOYEE WORK CENTER -- If you forgot your password, please click the "forgot password?" link to reset your password for the Employee Work Center. By answering the Challenge Questions correctly, you will receive an email with a temporary password to log on with. Contact your Agency's Security Partner, if you do not receive a temporary password email.'

Add, Edit, or Delete a Direct Deposit Account

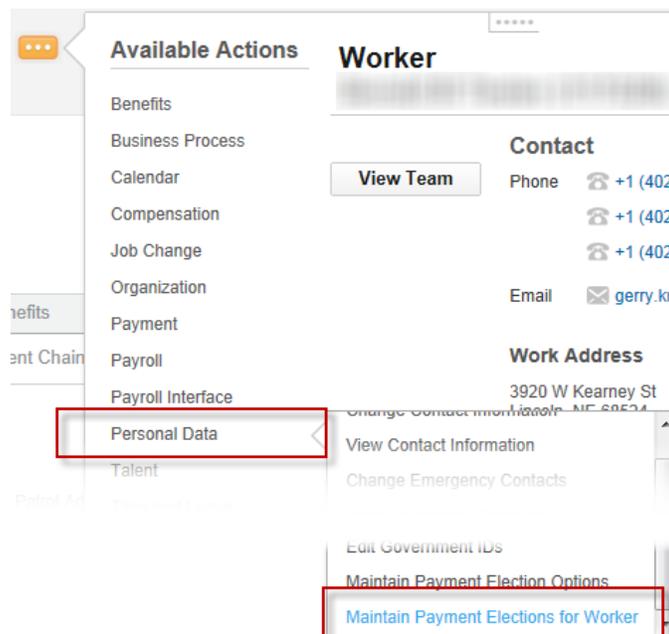
This is the process to add, edit, or delete an account for an employee's direct deposit information.

SYSTEM NOTE: Designate how to receive payment for each type of pay. For direct deposit, be sure to add accounts prior to changing elections. If no payment elections exist, select the Add Elections button to set them up.

1. In the **Search** box, type the employee name or Employee ID for whom you need to modify direct deposit account information, and then click the employee's name.
2. On the view worker page, click the **Related Actions** icon behind the employee's name.



3. Go to **Personal Data**, and then click **Maintain Payment Elections for Worker** (bottom of the list).



Add Account

1. Click the **Add Account** button. It is listed below any existing accounts already listed for this employee ... see red outline box below.

Accounts 3 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
[REDACTED]	United States of America	Wells Fargo	Checking	[REDACTED]	Change Account Delete Account
Add Account					

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- Using the information from a check, enter the appropriate account information, as listed here (see screenshot on next page):

NOTE: Be sure to fill in the boxes that are marked as required with a red asterisk (*).

- Account Nickname (optional).
- Account Type – click the appropriate account type (*).
- Bank Name (*).
- Routing Transit Number (*).

NOTE: The system will verify that the Routing Transit Number is valid.

- Account Number (*).

Add Account

Add account information for use when electing direct deposit for payments. Assign the account a nickname for easy identification later. The bank name is informational only. The numbers drive the direct deposit transaction and may be found on checks. Please contact your bank for further information on direct deposit.

Worker

Account Country United States of America

Account Information

Account Nickname (optional)

Account Type * Checking
 Savings

Bank Name *

Routing Transit Number *

Account Number *

Additional Information

Bank Identification Code

- IMPORTANT: Please double-check (perhaps triple-check) all numbers to verify accuracy.**
- After reviewing, click **OK**.

Change Account

- Click **Change Account** for the specific account you need to change.

Account Nickname	Country	Bank Name	Account Type	Account Number	
	United States of America	Wells Fargo	Checking		<input type="button" value="Change Account"/> <input type="button" value="Delete Account"/>

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2. Change the existing account information.

Change Account Information

When changing account information, all payment elections that use the account are updated automatically. To split payment between multiple accounts, add new accounts and then change payment elections to reflect this split distribution.

Worker Gerald B Tester ()

Account Country United States of America

Used by Pay Types Payroll

Account Information

Account Nickname (optional)

Account Type Checking
 Savings

Bank Name * Cornhusker Bank

Routing Transit Number *

Account Number *

3. After completing, click **OK**.

Delete Account

1. Click **Delete Account** from the Payment Elections screen.

NOTE: There must be at least one account listed for direct deposit. If there is only one account listed, you are not allowed to delete that account.

Accounts 3 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
	United States of America	Wells Fargo	Checking		<input type="button" value="Change Account"/> <input type="button" value="Delete Account"/>

2. Review the **Delete Bank Account** information.

Delete Bank Account

Confirm you would like to delete the account shown below. If the account is in use remove the account from any elections before deleting.

Worker

Account Country United States of America

Currency USD

Used by Pay Types Payroll

Account for Delete

Account Nickname	Bank Name	Account Type	Account Number
whatever I named this account	Your Bank USA	Checking	#####

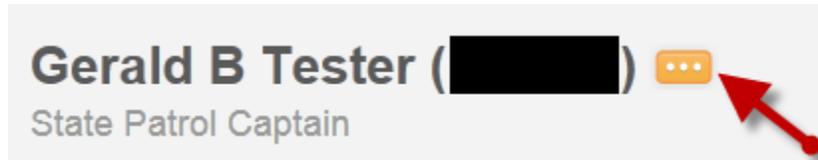
3. Click **OK**.

Add Direct Deposit Account or Change Payment Elections

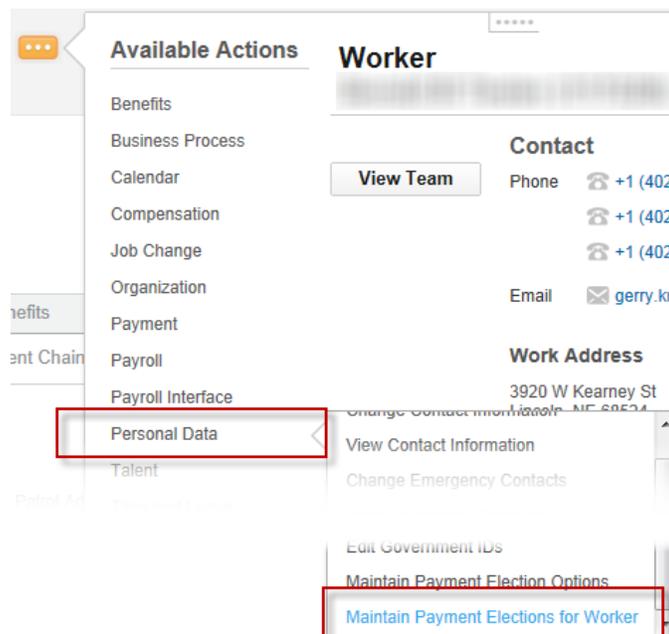
This is the process to modify the payment elections for an employee's direct deposit information.

SYSTEM NOTE: Designate how to receive payment for each type of pay. For direct deposit be sure to add accounts prior to changing elections. If no payment elections exist, select the Add Elections button to set them up.

1. In the **Search** box, type the employee name or Employee ID for whom you need to modify direct deposit account information, and then click the employee name.
2. On the employee's view worker page, click the **Related Actions** icon behind the employee's name.



3. Go to **Personal Data**, and then click **Maintain Payment Elections for Worker** (bottom of the list).



4. On the Payment Elections screen, scroll to the bottom, and click the **Change Election** button on the right side of the page, next to the account that you need to modify.

Payment Elections 2 items

Pay Type	Payment Type	Account	Account Number	Distribution	Amount	Change Election
Payroll	Direct Deposit	[REDACTED]	[REDACTED]	Amount	50.00	Change Election
	Direct Deposit	[REDACTED]	[REDACTED]	Balance	Yes	

5. On the next screen, you can modify this account, or add a new account for direct deposit (the account already needs to exist in the system ... see Add Account earlier in this document), or change the elections for the employee's direct deposit.
 - a. If there is only one account listed, the entire balance will be deposited into that account.
 - b. If you add another account, you must also change the elections.
6. If there is only going to be just the one account, click **Close**.

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NOTE: If you wish to Add, Change, or Delete an account, please go to the Add/Change/Delete Accounts section of this guide.

7. If you need to add an account for direct deposit, click the plus icon to add a row (red circle below).

The screenshot shows the 'Payment Elections' interface with 3 items. The table has the following columns: Order, Country, Currency, Payment Type, Account, and Balance / Amount / Percent. The first row contains: United States of America, USD, Direct Deposit, Test Account. The 'Account' field is highlighted with a purple oval. The 'Balance / Amount / Percent' section shows radio buttons for Balance, Amount (selected), and Percent, with a value of 500.00 for Amount and 0 for Percent.

8. In the new row, complete the following fields (purple oval above):

- Country** – only option is **United States of America**.
- Currency** – defaults to **USD** when you click United States of America.
- Payment Type** – only option is **Direct Deposit**.
- Account** – this box will open and allow you to click the search prompt once you complete the previous fields; the account needs to have been entered previously (see Add Account).
- Balance/Amount/Percent** – enter how the employee wants the payroll deposited into the specific account. Choose one of the following:
 - If there is only one account, you can choose **Balance** to designate the entire amount be deposited into that account (see NOTE below about Balance).
 - Choose **Amount** if you just want a certain dollar amount to go into this account (see NOTE below about Balance).
 - Choose **Percent** if you want a percentage to go into this account (see NOTE below about Balance).

NOTE: If the employee has more than one Direct Deposit account, and you are entering dollar amounts for the deposits, you must indicate which account will get the balance.

- To designate the balance, the "balance" account needs to be last in the list AND you need to click the "Balance" radio button for that item,
- If you are using percentages, the total for the percentages **must** add up to 100%.

9. After adding/editing the new direct deposit account, click **OK**.

10. You will be directed back to the **Payment Elections** screen.

11. Click **Close**.

[LINK Help Desk Contact Information](#)

The LINK Help Desk provides assistance for: the Employee Work Center, the Employee Development Center, and the Recruitment & Selection Center.

URL: <https://ciohelpdesk.nebraska.gov/User/>

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234