Hexcel's Workday User Manual

Chapter 6-02

DIRECT DEPOSIT ADDING/CHANGING INSTRUCTIONS

This section of the manual explains how to process a direct deposit election. The instructions are slightly different depending on whether the change is being processed by a new hire, an existing employee enrolling for the first time, or an existing employee changing his current data.

Click the links below to be taken directly to that topic.

New Hire Instructions

Existing employees enrolling for the first time

Existing employee changing current data

New Hire – Adding Direct Deposit Information

- Click on the Pay Worklet on your Home Screen
- Under the Actions Box, click Payment Elections
- Click Add Elections
- Select either Checking or Savings
- Enter Bank Name
- Enter Routing Transit Number
- Enter Account Number
- Click OK
- Review the information entered
- Click Done

To add additional accounts:

- Click Add Account
- Select either Checking or Savings
- Enter Bank Name
- Enter Routing Transit Number
- Enter Account Number
- Click Ok
- Click Change Election, under the Payment Election Section
- Click the + to add a new row for the new account
- Enter the Country, using the prompt
- Enter the Payment Type, using the prompt
- Enter the Account, using the prompt
- Select the radial button Balance or Amount
  - If amount is selected, enter the flat amount for distribution
  - If balance is selected, net pay will be deposited
- Click OK
- Click Done

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Existing Employees – Enrolling in Direct Deposit for the first time

- Click on the Pay Worklet on your Home Screen
- Under the Actions Box, click Payment Elections
- Click Add Account
- Select either Checking or Savings
- Enter Bank Name
- Enter Routing Transit Number
- Enter Account Number
- Click OK
- Click Change Election
- Change the Payment Type to Direct Deposit, using the prompt
- Select the applicable account, using the prompt
- Select the radial button for Balance or Amount
    - If amount is selected enter a flat amount you wish to have deposited
    - If balance is selected, net pay will be deposited
- Click OK
- Click Done

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Existing Employees – Changing Current Data

Accounts: Listing of all existing accounts

Payment Elections: Listing of all existing accounts with a distribution

To change an existing account:

- Click on the Pay Worklet on your Home Screen
- Under the Actions Box, click Payment Elections
- Click Change Account
- Enter New Bank Name
- Enter New Routing Transit Number
- Enter New Account Number
- Click OK
- Click Done

The account you just changed will be automatically updated in the Payment Election section, with the same distribution amount.

To add a new secondary account:

- Click on the Pay Worklet on your Home Screen
- Under the Actions Box, click Payment Elections
- Click Add Account
- Enter New Bank Name
- Enter New Routing Transit Number
- Enter New Account Number
- Click OK
- Click Change Election, under the Payment Election Section
- Click the + to add a new row for the new account
- Enter the Country, using the prompt
- Enter the Payment Type, using the prompt
- Enter the Account, using the prompt
- Select the radial button Balance or Amount
    - If amount is selected, enter the flat amount for distribution
    - If balance is selected, net pay will be deposited.
- Click OK

To change a current distribution (changing an amount on a additional account)

- Click on the Pay Worklet on your Home Screen
- Under the Actions Box, click Payment Elections
- Click Change Election
- Enter the new amount on the applicable account line
- Click OK
- Click Done

To delete an existing account:

Before an account can be deleted, it must be removed from the distribution under Payment Elections.

- Click on the Pay Worklet on your Home Screen
- Under the Actions Box, click Payment Elections
- Click Change Election
- Click the – on the row with the account number you wish to delete
- Click Ok
- Click Delete Account, by the account you wish to remove
- Click Ok to confirm deletion
- Click Done

If you wish to delete all accounts, delete all lines except one. On this line, change the payment type to check.

When you have only one distribution line that says check, then all accounts can be deleted under the Accounts Section.

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Date	Material Modified?
1/3/15	New procedure