

Tip sheet: *Adding Payment Elections* (US Only)

From your Workday Inbox:

Direct Deposit is the fastest and safest way for Hexcel to process your paychecks. All employees are encouraged to sign up for Direct Deposit. **Note:** *Kent and Salt Lake City employees are required to have their pay processed via Direct Deposit.*

From your Workday inbox, click on the **Add Payment Elections** action item.

Click on the green **Add Payment Elections** button to begin.

This will open a page where you will enter the details from your financial institution.

Note: *You will need your Bank name, the Routing Transit Number and your Account Number on hand before you begin this task.*

You can add more than one account for your direct deposit disbursement. This can be a checking or savings account.

Important Note: *If you are listing more than one account, the account that has the balance of net of your funds should be the last account listed. Example – if you want \$100 to go to your savings and the rest (balance of net) to go to your checking, list the savings account details first.*

When you have finished entering the information click the orange **OK** button

Complete To Do **Add Payment Elections** ...



2 hour(s) ago - Effective 02/01/2015

Direct deposit is required for employees at the Kent and Salt Lake City locations. All employees at other locations are encouraged to enroll in direct deposit as well. Please click submit after completing the direct deposit action.

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For HR Manager
Overall Process [Hire: Steel, Man Of \(700465\)](#)
Overall Status Successfully Completed
Due Date 03/03/2015

Add Payment Elections



enter your comment

Submit

More ▾

Account Setup

Worker Steel, Man Of (700465)

Account Information

Account Nickname (optional)

Account Type Checking Savings

Bank Name

Routing Transit Number

Account Number

Additional Information

Bank Identification Code

OK

Cancel

The next screen will be a summary of the account (s) you have added for direct deposit. To finalize your submission scroll to the bottom of the screen to click the orange **Done** button again.

Note: You can come back at any time to change your account, add additional accounts, or delete the account.

Payment Elections **Steel, Man Of (700465)** ⋮
✕ 🖨

? 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.

[Less](#)

Worker [Steel, Man Of \(700465\)](#)

Default Country United States of America

Default Currency USD

Status Successfully Completed

Accounts ✕ 🖨

Account Nickname	Country	Bank Name	Account Type	Account Number	
Household	United States of America	US Bank	Checking	*****0000	Change Account Delete Account

[Add Account](#)

Payment Elections ✕ 🖨

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Regular	Direct Deposit	Household	*****0000	Balance	Yes Change Election

[Done](#)