Workday Payroll Allotment Setup Guide

To setup your payroll allotment for direct deposit, please locate the **Deposit Slip** within your loan documents that will provide necessary banking information.

Note: This is a 2-step process.

1. **Log in to your Workday Payroll Account**
   - Go to the Workday Payroll website and log in.

2. **Navigate to Direct Deposit Settings**
   - From the Workday search bar, enter "Add Payment Elections" and select the
   - *Add Payment Elections* task.

Part 1

3. **Add New Bank Account**
   - Select "Add" and the "Add Account" screen will display

4. **Enter Bank Details**
   - **Account Type:** Select **Checking**
   - **Routing Number: 071001504** (Lakeside Bank)
   - **Account Number:** *Refer to **Deposit Slip***
   - **Bank Name:** Lakeside Bank
   - **Enter Account Nickname:** Index Loans

Your new account (ex. Index Loans) should appear above your personal account.

Part 2

5. **Specify Deposit Amount**
   - In the *Payment Elections* section of the page, you will see Expense & Payroll under Pay Type, make sure you click the *Edit* button to the right of Payroll.
   - Click the plus icon (+) to add a new row.
   - Make sure the row you added is a top priority or above your direct deposit.
   - In the new row, enter:
     (a) Country **(United States of America)**
     (b) Currency **(USD)**
     (c) Payment Type **(Direct Deposit)**
     (d) Account **(New Account Created) (ex. Index Loans)**
     (e) Amount: *Refer to **Deposit Slip***

6. **Review and Save**
   - Review the information to avoid any setbacks or delays. Save the changes.

7. **Confirm Your Direct Deposit Setup**
   - A confirmation message will appear indicating that your direct deposit settings have been updated.
   - Before closing the window, take a screenshot/picture and attach it to an email to: **notices@indexloans.com**.

For more details, visit this sample Workday Payroll Support and the video tutorial.
