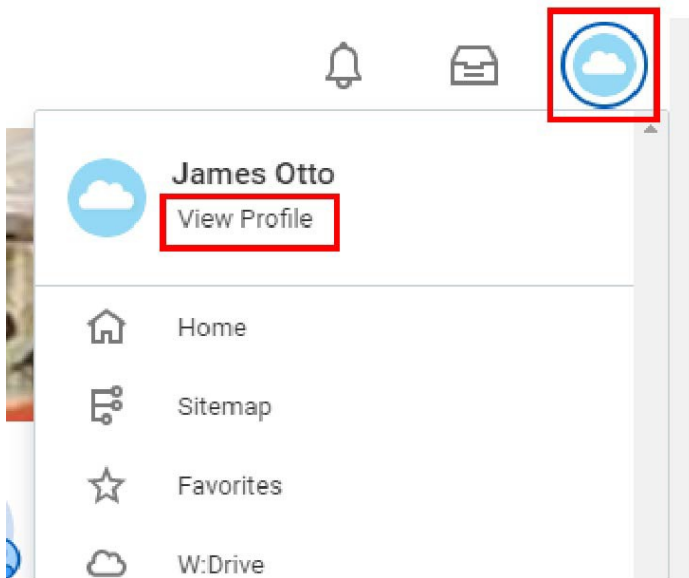


## ACCESS YOUR WORKER PROFILE PAGE

Your Worker Profile page displays information about you, including your office location, phone number, and compensation. Note that visibility of sensitive information is controlled by individual users' security profile.

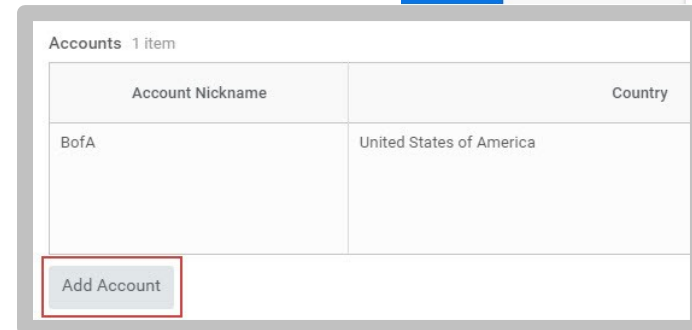
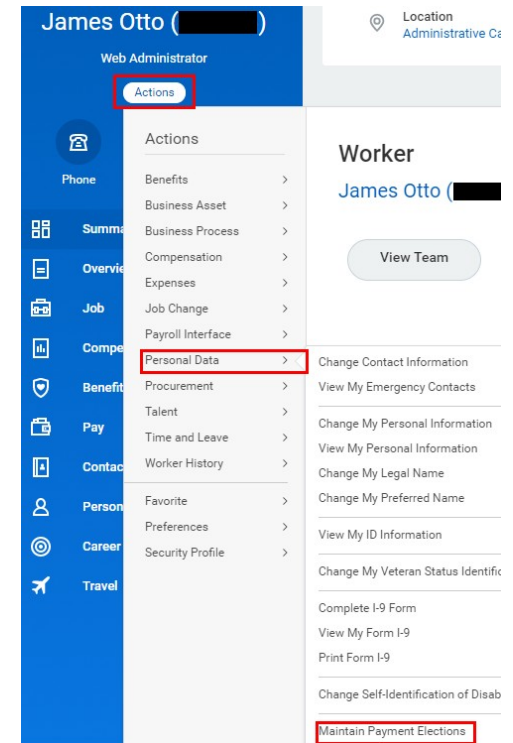
To access your worker profile page, click your Profile icon in the upper right corner, then View Profile. Your Worker Profile page displays.



**Note:** All instructions in this job aid start from the Worker Profile page.

## ADD A DIRECT DEPOSIT ACCOUNT

1. Click your **Related Actions**  
**Actions**.
2. Select **Personal Data > Maintain Payment Elections**.
3. Click **Add Account**.



4. Optionally, you can add a Nickname to help you identify this account.

5. Select the Account Type and enter the Bank Name, Routing Transit Number, and Account Number.
6. Optionally, you can enter a Bank Identification Code.
7. Click **OK** to save. Once the account has been added, you may use it to make payment elections.

## MANAGE YOUR DIRECT DEPOSIT

1. Click your **Related Actions** Actions.
2. Select **Personal Data > Maintain Payment Elections**.
3. Edit or remove bank accounts using the Change Account or Delete Account buttons. An account can only be deleted if it is no longer used as a payment election.

Bank Name	Account Type	Account Number	
Bank of America	Checking	*****9541	<a href="#">Change Account</a> <a href="#">Delete Account</a>

4. Click **Change Election** in the Payment Elections section to modify a payment election.

Payment Elections			
Account	Account Number	Distribution	
BofA	*****9541	Balance Yes	<a href="#">Change Election</a>
BofA	*****9541	Balance Yes	<a href="#">Change Election</a>
BofA	*****9541	Balance Yes	<a href="#">Change Election</a>

5. Change the amount or percent that goes to the account, or the account that receives the balance of payments for the pay type.

Please note, if multiple accounts are used, one must be designated as available balance.

6. Click **OK** to save.

The screenshot shows the HRIS interface for James Otto. The user is logged in as a Web Administrator. The 'Actions' menu is open, and 'Personal Data' is selected. The 'Personal Data' sub-menu is also open, showing 'Maintain Payment Elections' at the bottom. The 'Worker' profile for James Otto is visible on the right side of the screen.