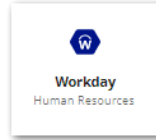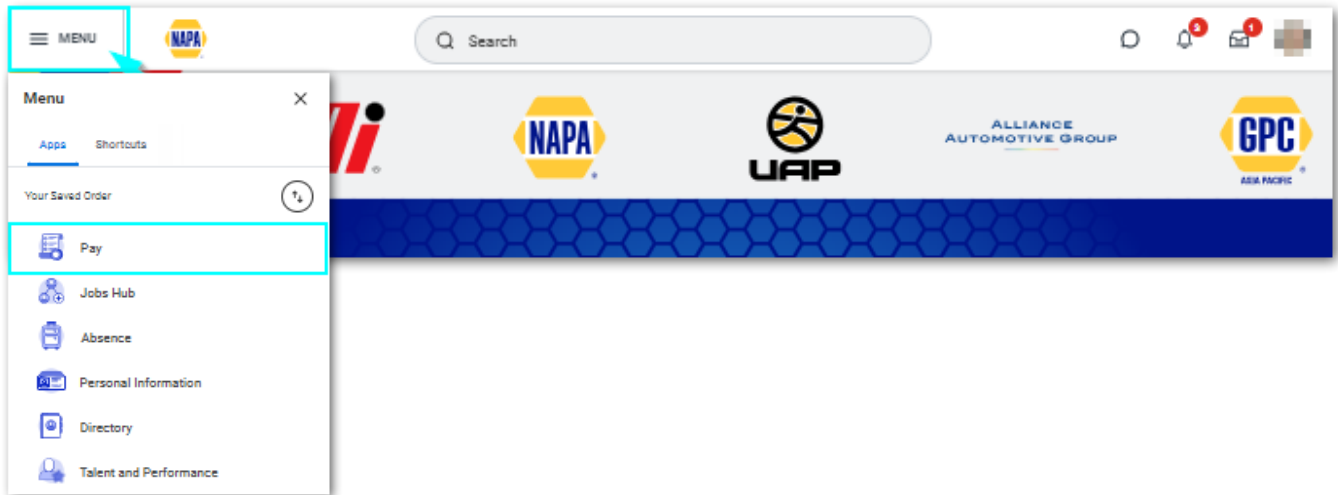# Setting Up Payroll Deductions for GPCU Checking/Savings
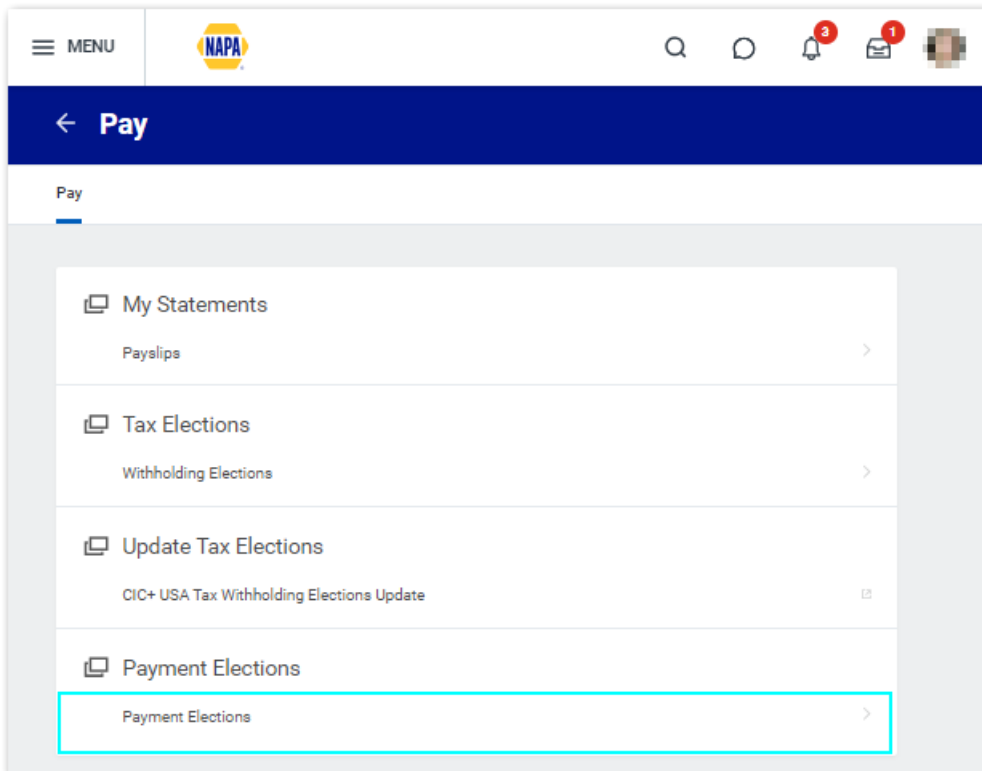
1. Navigate to GPC Connect > Quick Links > **Workday**

2. On the upper left page, click **MENU**, then **Pay**

3. Select **Payment Elections**

4. Then in the **Accounts** section, select **Add**

5. Enter your **GPCU Account information** in the highlighted fields and click **OK** when completed.

6. Under **Payment Elections**, click on **Edit**

Payment Elections

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person

Default Country   United States of America

Default Currency   USD

Status   Successfully Completed

Last Updated

Accounts 2 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
Checking999	United States of America	Bank Name	Checking		Edit / Remove / View
GPCU	United States of America	GPCU	Savings		Edit / Remove / View

Add

Payment Elections 2 items

Pay Type	Payment Type	Account	Account Number	Distribution	
			Payment Elections		
USA Regular Payment Election Rule	Direct Deposit	GPCU		Amount	Edit
	Direct Deposit	Checking999		Balance Yes	

Payment Elections Requiring Setup 2 items

Pay Type	Default Payment Type	Description	
USA Commission Payment Election Rule	Check	No elections found.	Add
USA Bonus Payment Election Rule	Check	No elections found.	Add

7. Use the ⊕ ⊖ buttons to add/remove rows and use the ☰ buttons to view acceptable options for each field. Enter your GPCU election first, at the top, and enter the amount to be deposited per pay period. The last election should be your primary bank where the balance of your pay will be deposit. Then click **OK.**

Note: Workday only allows up to 3 elections

8. When completed, you will be able to view a summary of your saved **Payment Elections**.