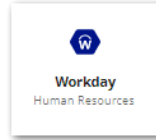
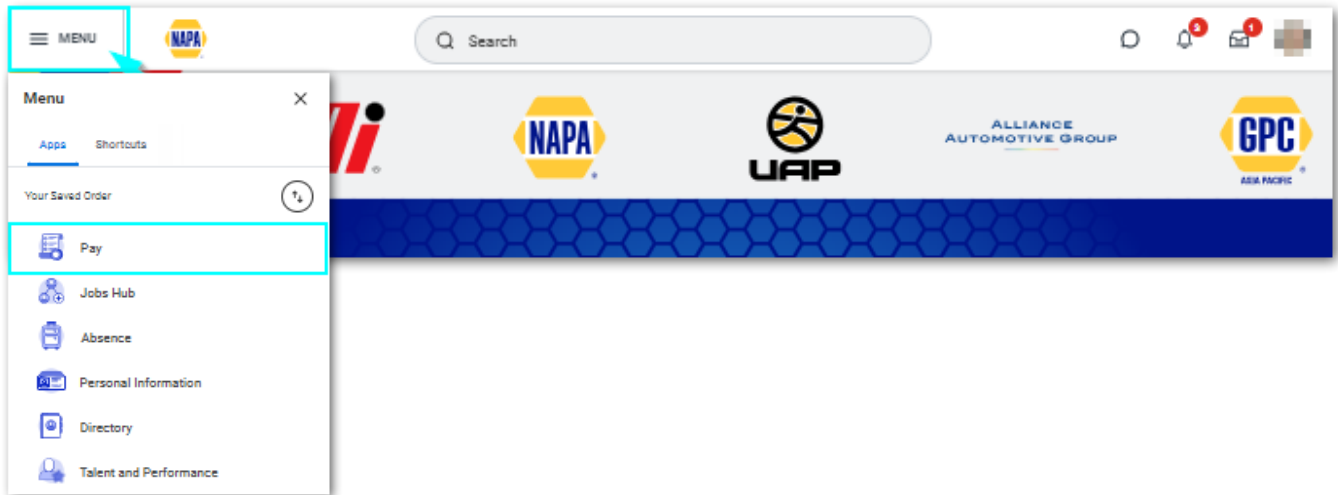


Setting Up Payroll Deductions for GPCU Checking/Savings

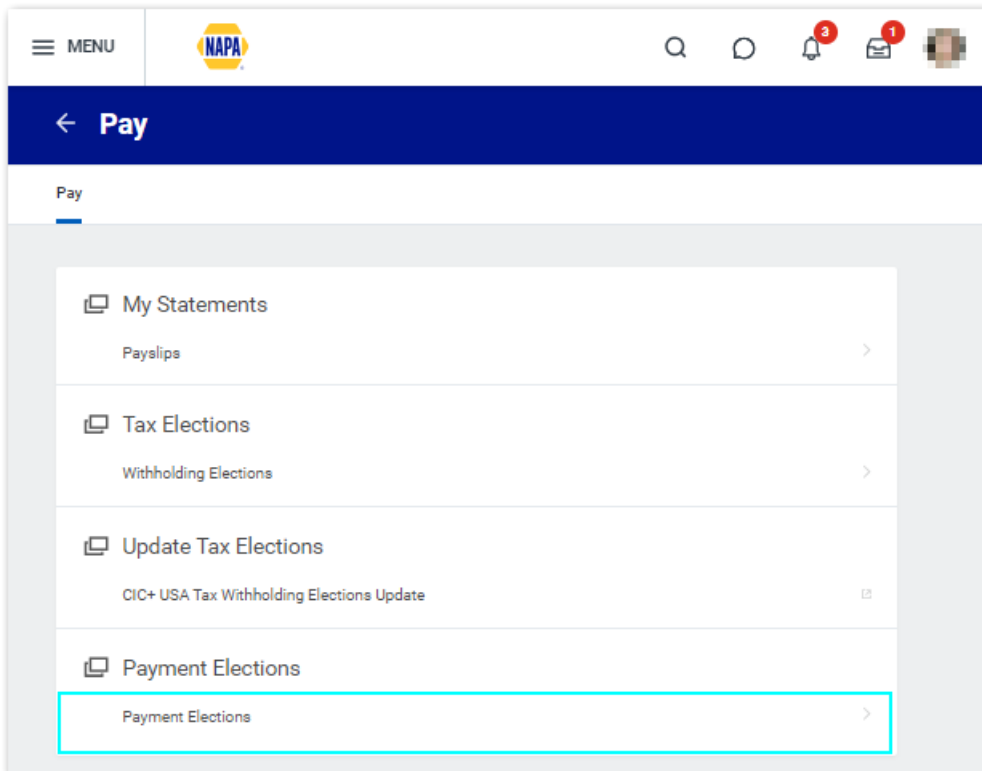
1. Navigate to GPC Connect > Quick Links > **Workday**



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



3. Select **Payment Elections**



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

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: [Redacted]
Default Country: United States of America
Default Currency: USD
Status: Successfully Completed
Last Updated: [Redacted]

Accounts: 2 items

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

Add

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

Add Account

Add account information for use when electing direct deposit for payments. Assign the account a nickname for easy identification later. The bank name is informational only. The numbers drive the direct deposit transaction and may be found on checks. Please contact your bank for further information on direct deposit.

Account Holder Name: [Redacted]
Account Country: United States of America

Sample Check:

Jonathan Doe
4321 Main St
Anytown, CA 94000

DATE: _____

YOUR BANK NAME
1234567890
Anytown, CA 94000

DO NOT INCLUDE
Check #

⑆ 123456789⑆ 0001234567890⑆ 001234

⑆ Digit Routing # Between the ⑆ symbols Account # Include all zeros

Account Information

Account Nickname (optional): [Redacted]

Routing Transit Number * 261072479

Bank Name * Genuine Parts Credit Union

Bank Identification Code: [Redacted]

Account Type * Checking Savings

Account Number * Enter Account # Here

OK Cancel

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

☰ MENU

Q Search

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3
1

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 [REDACTED]

Default Country United States of America

Default Currency USD

Status Successfully Completed

Last Updated [REDACTED]

Accounts 2 items 🔍 ⌵ 🗑️ 🔄

Account Nickname	Country	Bank Name	Account Type	Account Number	
Checking999	United States of America	Bank Name	Checking	[REDACTED]	<div style="margin-bottom: 5px;">Edit</div> <div style="margin-bottom: 5px;">Remove</div> <div>View</div>
GPCU	United States of America	GPCU	Savings	[REDACTED]	<div style="margin-bottom: 5px;">Edit</div> <div style="margin-bottom: 5px;">Remove</div> <div>View</div>

Add

Payment Elections 2 items 🔍 ⌵ 🗑️ 🔄

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
USA Regular Payment Election Rule	Direct Deposit	GPCU	[REDACTED]	Amount [REDACTED]	Edit
	Direct Deposit	Checking999	[REDACTED]	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 \oplus \ominus buttons to add/remove rows and use the \equiv 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

Payment Election

Designate how to receive payments. For direct deposit you must first set up accounts on the previous page. If an account is not available, return to the summary page and add it to the list of valid accounts. If multiple elections are allowed, designate the order and distribution of payments. To submit a valid payment election, the last election specified must have a distribution type of balance to capture the remaining amount, or the percentages must add up to 100 percent.

Pay Type: USA Regular Payment Election Rule
 Person: [REDACTED]
 Default Country: United States of America
 Default Currency: USD
 Number of Elections Allowed: 3

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
1	United States of America	USD	Direct Deposit	GPCU	<input type="radio"/> Balance <input checked="" type="radio"/> Amount <input type="text" value="100.00"/> <input type="radio"/> Percent <input type="text" value="0"/>
2	United States of America	USD	Direct Deposit	Checking999	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/> <input type="radio"/> Percent <input type="text" value="0"/>

OK Cancel

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

Pay Type	Payment Type	Account	Account Number	Distribution
USA Regular Payment Election Rule	Direct Deposit	GPCU	[REDACTED]	Amount [REDACTED]
	Direct Deposit	Checking999	[REDACTED]	Balance Yes

Edit