

Updating Your Direct Deposit Banking Information in Workday with Duo Authentication

To enhance security around your direct deposit banking information, Wellesley College now allows employees who use Duo Two Factor Authentication to add a new payment election or replace an existing one directly in Workday.

1. Log into Workday and click the **Pay** worklet.

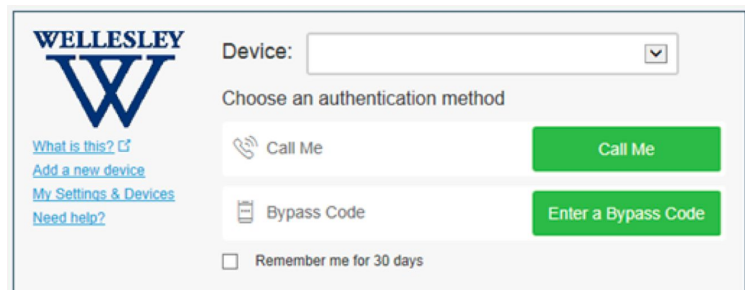
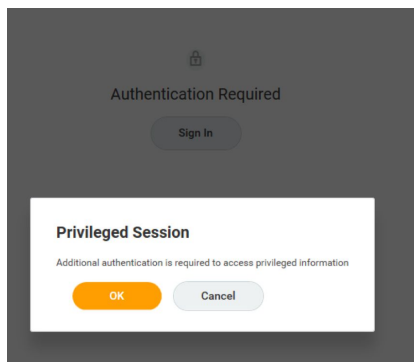


Pay

2. In the **Actions** menu, click **Payment Elections**.



3. Click **Add** to add a new bank account or **Edit** to update your current information.
4. You will be prompted to provide additional authentication. Click **OK** to proceed to the Duo Authentication screen.



5. After you have completed Duo authentication, add your bank information and click **OK** at the bottom of the screen. The changes will take effect for the next pay period if, for the weekly pay period, they are entered in Workday before noon on a Monday, and, for the monthly pay period, before the 10th day of the current month.