



Effective July 1st, 2019, the University will be using Workday as its new Human Capital Management System. In Workday, you will be able to designate up to three accounts into which your pay can be deposited. If you wish to open a checking or savings account at the Credit Union, you will first be required to visit the Penn Credit Union at 3131 Walnut Street for the necessary paperwork.

Once you have completed the paperwork, please follow these instructions.

- Log into Workday (Pennkey and Password is required).
- Click on “pay”.
- Select “payment elections” and click on the ADD button on the left hand side.
- Add Routing Number (236084175), “bank name”, “account type” and “account number”.
- Click “ok”.
- Click on “edit” to the right of “payroll payment”.
- If your paycheck is deposited to multiple accounts and the credit union account is not your primary account, you will need to select a specific dollar amount or percentage to be deposited into this account every payday.
- Choose the (+) sign to add the new account.
- Under “country”, enter United States of America and then select “payment type” and “account”.
- Next, select “balance”, “amount” or “percent”.
- Click “ok”.

Need Help? Call the Employee Solution Center at 215-898-7372 or email hcmsolutioncenter@upenn.edu for assistance.