

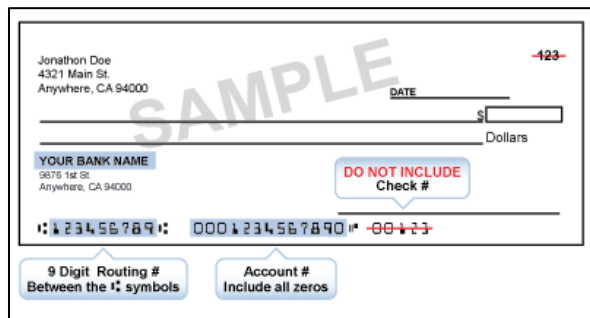
Overview

The *Payment Elections* process enables employees to add or update their banking institution information within Workday. Initially, new employees accomplish this task through the Onboarding process. The Payment Elections task can be used if changes are desired.

Add a New Account

From *Pay* worklet:

1. Click **Payment Elections** button.
2. Click the **Add** button under the Accounts table.
3. Add an **Account Nickname**, if desired, to quickly identify one account from another. Otherwise, the bank name and a portion of your account number will be used.
4. Select an **Account Type**.
5. Enter the **Bank Name**.



A sample check from Jonathon Doe, 4321 Main St, Anywhere, CA 94000. The check number is 123. The routing number is 234567890 and the account number is 0001234567890. A callout box points to the routing number, stating '9 Digit Routing # Between the 12 symbols'. Another callout box points to the account number, stating 'Account # Include all zeros'. A third callout box points to the check number, stating 'DO NOT INCLUDE Check #'. The bank name is 'YOUR BANK NAME'.

6. Enter your **Routing Transit Number** and **Account Number**.

7. Click **OK**.



See the sample check in Workday to help locate your routing and account information. If your banking institution did not issue checks for your account, please contact them directly for your routing and account number(s).

Edit Your Account Information

From *Pay* worklet:

1. Click **Payment Elections** button.
2. Click the **Edit** button on the row in the Accounts table you wish to update.
3. Change the *Account Information* as desired.
4. Click **OK**.

Delete an Account



If an account is in use, remove the account from any elections before deleting.

From *Pay* worklet:

1. Click **Payment Elections** button.
2. Click the **Remove** button on the row in the Accounts table you wish to update.
3. Click **OK**.

Edit Your Payment Election

From *Pay* worklet:

1. Click **Payment Elections** button.
2. From the *Payment Elections* table, click the **Edit** button for the *Payroll Pay Type*, or the *Expenses* (reimbursements) *Pay Type*.
3. To add a new *Payment Election*, add a new row by clicking the plus sign.
4. Select the **Country** and verify **Currency**.



For direct deposits, you must first set up accounts on the previous page. Additionally, you cannot mix payment types. While you can define multiple accounts for Direct Deposits, multiple checks will not be issued.

5. Select **Payment Type**.
6. Select the **Account**. A specific Account can only be used in one election row.
7. Enter the **Amount**. You can designate the order that payments are distributed.
8. For the final row, the last election specified must have a distribution type of **Balance** to capture the remaining amount.



You can define up to four (4) Payment Elections as desired. It is a best practice to define all of the exact amount elections first since the last row must be marked *Balance* to capture all remaining amounts.

9. Click **OK**.

Delete Your Payment Election

From *Pay* worklet:

1. Click **Payment Elections** button.
2. From the *Payment Elections* table, click the **Edit** button for the *Payroll Pay Type*, or the *Expenses* (reimbursements) *Pay Type*.
3. Remove a *Payment Election* row by clicking the minus sign for the row you wish to delete.



At least one election must be entered for each *Pay Type*: Payroll and Expenses.

4. Click **OK**.