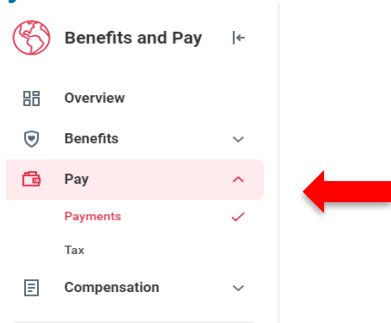


# Set Up Payment Elections

Set up payment elections to begin receiving payments via direct deposit. Be sure to add bank accounts before changing payment elections.

## Locating Payment Elections:

1. Click on **Menu** → **Benefits and Pay** application in **Workday**. Under 'Pay', select **Payments**.



2. Scroll to **Payment Elections** under 'Payroll Hub'. Select **Add** to enter your account information.

### Payment Elections



2 Items

Pay Type	Payment Type	Account	Account Number	Distribution	Action
Payroll Payments	Payroll Check			Balance Yes	<a href="#">Edit</a>
Expense Payments	AP Check			Balance Yes	<a href="#">Edit</a>

3. Enter your account information from the **Add Account** page and click OK.

### Account Information

Account Type \*  Checking  
 Savings

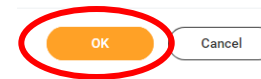
Routing Transit Number \* 121000358

Account Number \* 12345678

Bank Name \* First Bank

Bank Identification Code

Account Nickname (optional) New Bank Account



4. Scroll back down to **Payment Elections** under 'Payroll Hub'. To elect direct deposit for Payroll Payments, select **Edit** under 'Actions' for Payroll Payments.

### Payment Elections



2 Items

Pay Type	Payment Type	Account	Account Number	Distribution	Action
Payroll Payments	Payroll Check			Balance Yes	<a href="#">Edit</a>
Expense Payments	AP Check			Balance Yes	<a href="#">Edit</a>

- Click on the prompt in the box under 'Payment Type'. Select **Direct deposit** from the list of options.

Payment Elections 1 item

Order	*Country	*Currency	*Payment Type
	United States of America	USD	Payroll Check

- Click on the prompt in the box under 'Account'. Select the account that you would like to begin receiving your payments to.

Payment Elections 1 item

Order	*Country	*Currency	*Payment Type	*Account
	United States of America	USD	Payroll Direct Deposit	New Bank Account

- In the column '**Balance/ Amount/ Percent**', you can edit how you would like the funds to be allocated. This option will set your entire payment balance to be sent to the account selected. Click **OK** to submit.

Payment Elections 1 item

Order	*Country	*Currency	*Payment Type	*Account	*Balance / Amount / Percent
	United States of America	USD	Payroll Direct Deposit	New Bank Account	Balance

OK Cancel

OR

You can allocate your elections between multiple accounts by **adding a row**, select an additional account, and update the '**Balance/ Amount/ Percent**' column. You can decide if you would like to divide these by using Amount for one account and balance for the other, or entering a Percent for each. Click **OK** to submit

Payment Elections 2 items

Order	*Country	*Currency	*Payment Type	*Account	*Balance / Amount / Percent
	United States of America	USD	Payroll Direct Deposit	BANK OF AMERICA *****	Percent 10
	United States of America	USD	Payroll Direct Deposit	New Bank Account	Percent 90

OK Cancel