

# Payroll:

# Payment Elections

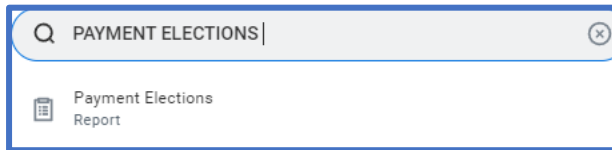
View, add, and/or update direct deposit accounts, Payroll Payment elections and Expense Reimbursement elections through Payment Elections.



[Viewing and updating payment elections is available via mobile device](#)  
Click on *Benefits and Pay Hub* > *Payment Elections*.

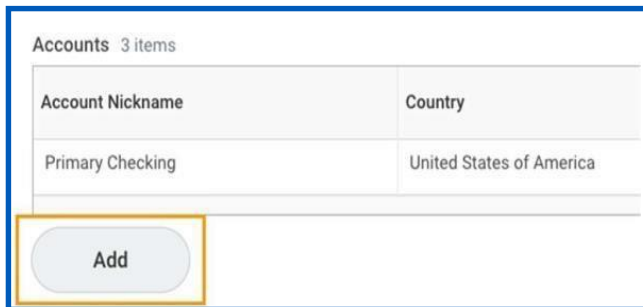
## ACCESS YOUR PAYMENT ELECTIONS

1. Access to Payment Elections can be found via the Benefits and Pay Hub or by typing **Payment Elections** in the search bar in Workday.
2. Click on **Payment Elections** report to open the report.



## ADD A DIRECT DEPOSIT ACCOUNT

1. Click Add.



2. Select the Account Type and enter the Bank Name, Routing Transit Number, and Account Number.
3. Optionally, you can add an Account Nickname to help you identify this account.
4. Additionally, you can enter a Bank Identification Code.
5. Click OK to save. Once the account has been added, you can use it to make payment elections.
6. Click Edit for the applicable Pay Type(s) in the Payment Elections section to include the new account distribution. **If only one account is listed, you must select Balance as the amount.**

## MANAGE YOUR PAYMENT ELECTIONS

1. View, Edit or Remove bank accounts using the View, Edit or Remove buttons in the Accounts section. **An account can only be removed if it is no longer used as a payment election.**

A screenshot of the 'Accounts' section showing a table with columns: Account Nickname, Country, Bank Name, Account Type, Account Number, and buttons (Edit, Remove, View). The first row contains 'Personal Savings', 'United States of America', 'Wells Fargo Bank', 'Checking', and '\*\*\*\*\*1411'. The buttons are highlighted with a yellow box.

Account Nickname	Country	Bank Name	Account Type	Account Number	
Personal Savings	United States of America	Wells Fargo Bank	Checking	*****1411	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>

2. Click Edit in the Payment Elections section to modify a payment election. There are two Pay Types listed under Payment Elections: **Payroll Payment** and **Expense Reimbursements**. These must be updated individually.

A screenshot of the 'Payment Elections' section showing a table with columns: Pay Type, Payment Type, Account, Account Number, Distribution, and buttons (Edit). The first row contains 'Payroll Payment', 'Direct Deposit', 'Personal Savings', '\*\*\*\*\*1411', and 'Balance Yes'. The second row contains 'Expense Reimbursement', 'Direct Deposit', 'Personal Savings', '\*\*\*\*\*1411', and 'Balance Yes'. The buttons are highlighted with a yellow box.

Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll Payment	Direct Deposit	Personal Savings	*****1411	Balance Yes	<input type="button" value="Edit"/>
Expense Reimbursement	Direct Deposit	Personal Savings	*****1411	Balance Yes	<input type="button" value="Edit"/>

3. Change the amount or percent that is deposited into the account or the account that receives the balance of payments for the pay type. Your organization's payment elections policy determines what changes are allowed. **If only one account is listed, you must select Balance as the amount.**
4. To add additional payment elections (maximum 4 elections), click the "+" in the upper left of the Payment Elections grid.

A screenshot of the 'Payment Elections' section showing a table with columns: Account, Order, \*Country, and a '+' button. The '+' button is highlighted with a yellow box.

Account	Order	*Country	
			<input type="button" value="+"/>

5. Click OK to save.