

Setting up Initial Payment Elections

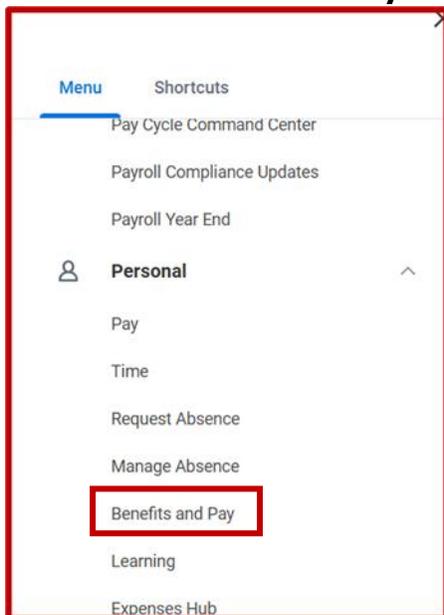
Important Note: For student employees, you should only enter your **PAYROLL** payment elections in Workday. All **EXPENSE** payment elections (direct deposit account information) is pulled weekly from Banner. Students should only update their expense payment elections in Banner.

Instructions:

1. From the Workday homepage, select the navigation Menu at the top left corner of the toolbar.

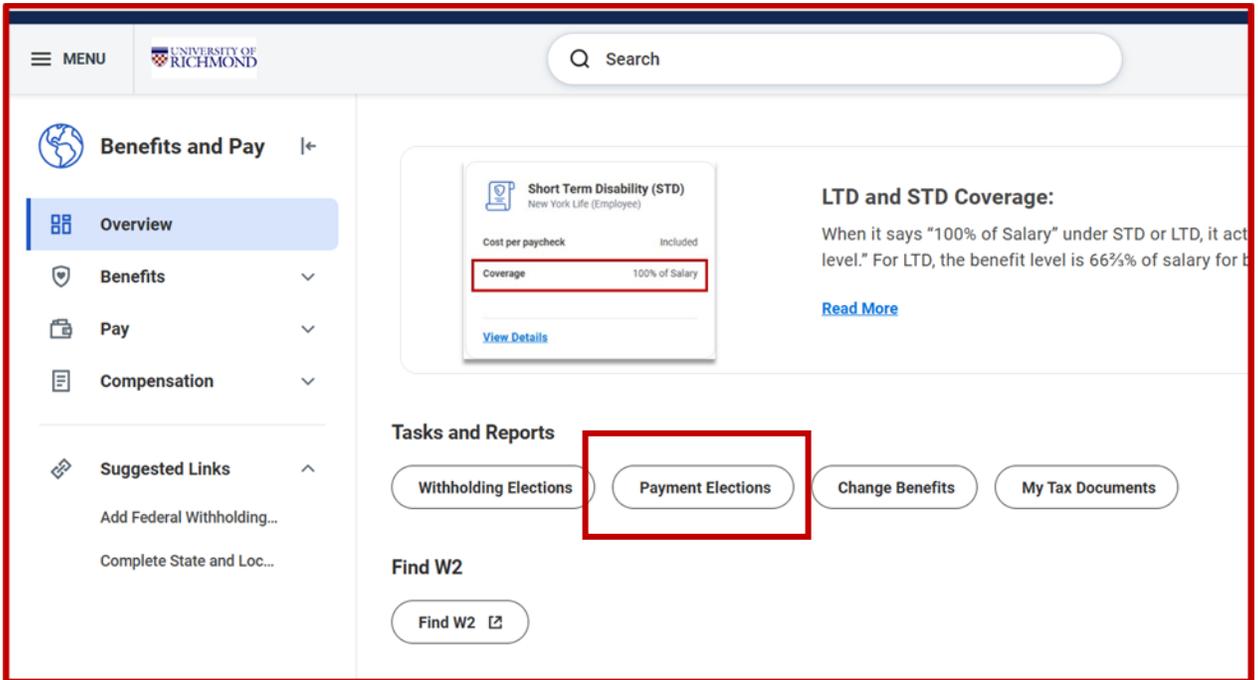


2. Select **Benefits & Pay**.

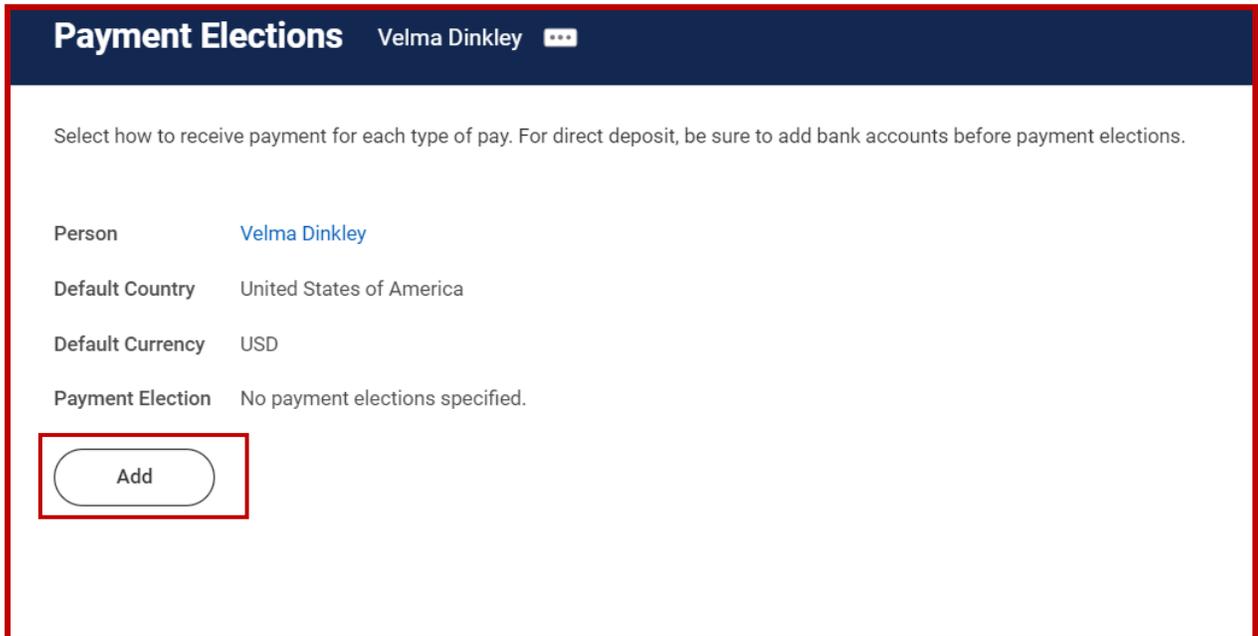


Note: To add the Benefits and Pay App, select Menu > Add Apps > Type in Pay > click + icon to add.

3. Select **Payment Elections** in the Tasks and Reports section.



4. Click **ADD**. **Note:** The screen shots below are for an employee that does not have any existing accounts added. This may look different for you if you already have an account listed. If you have existing payment elections, you should refer to the **Manage Payment Elections** section below.



Note: *If you are not on campus, you need to connect to UR VPN to manage your direct deposit payment elections.*

5. Under the **Preferred Payment Method** section is where you can make the election to enroll in direct deposit or switch to check. **Note:** Student employees should switch the **Expense Payment** to Check. Expense payment elections for student employees need to be updated in Banner.

Preferred Payment Method

Expense Payment *	<input type="button" value="x Direct Deposit"/>	<input type="button" value="☰"/>
Payroll Payment *	<input type="button" value="x Direct Deposit"/>	<input type="button" value="☰"/>

Account Setup

Account Holder Name Christina Dick

Sample Check

Jonathon Doe
4321 Main St
Anywhere, CA 94000

DATE _____

_____ Dollars

YOUR BANK NAME
9876 1st St
Anywhere, CA 94000

DO NOT INCLUDE
Check #

⑆ 123456789 ⑆ 0001234567890 ⑆ 00123

9 Digit Routing #
Between the ⑆ symbols

Account #
Include all zeros

6. Under **Account Information** fill in the following:
- Select **Account Type**, for this example Checking is selected.
 - Type in Routing Transit Number.
 - Type in Account Number.
 - Type in Account Name.

Account Setup

Account Holder Name Christina Dick

Sample Check

Account Information

Account Type Checking Savings

Routing Transit Number

Account Number

Bank Name

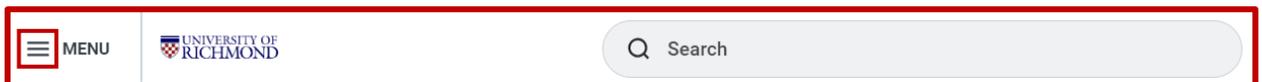
Bank Identification Code

Account Nickname (optional)

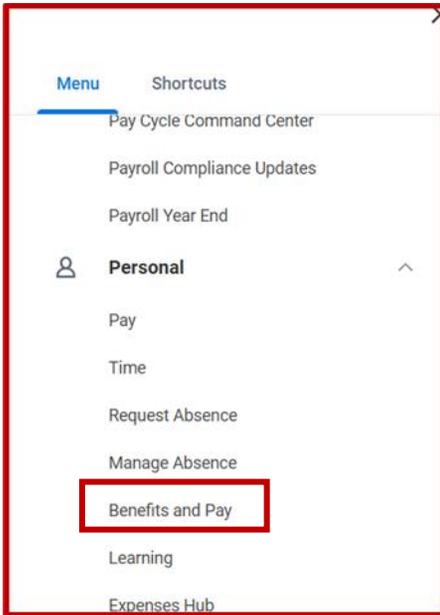
7. Select **OK** to save. Once the account has been added, you can use it to make payment elections.
8. Review your payment elections on the next screen. See the **Manage Your Payment Elections** section below to make additional updates or add additional bank accounts.

Manage Your Existing Payment Elections

1. From the Workday homepage, select the navigation **Menu** at the top left corner of the toolbar.

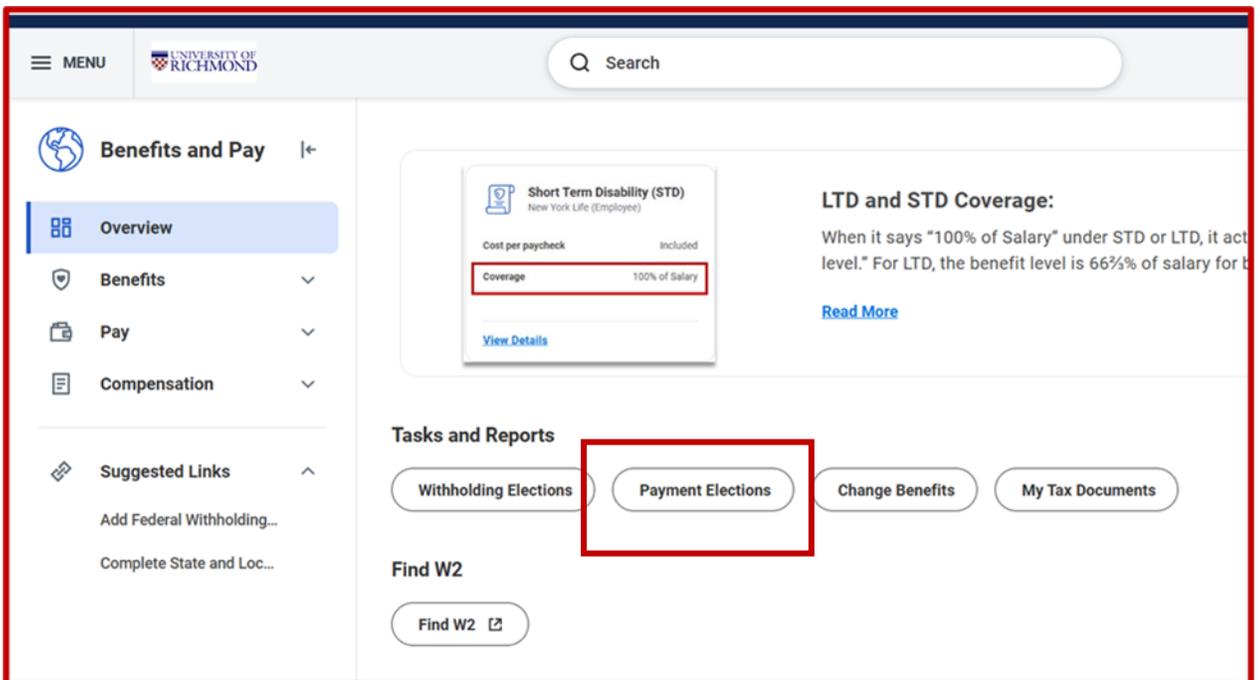


2. Select **Benefits & Pay**.



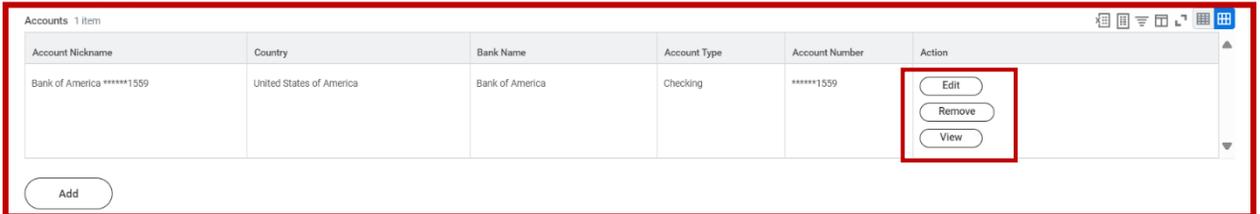
Note: To add the *Benefits and Pay* App, select *Menu > Add Apps > Type in Pay > click + icon to add.*

3. Select **Payment Elections** under the Tasks and Reports section.



4. The **Accounts** section is where you add bank accounts to be used for payroll or expense payment elections. Once you add an account under the Account section, you need to apply it to the expense or payroll pay type in the **Payment Election** section.

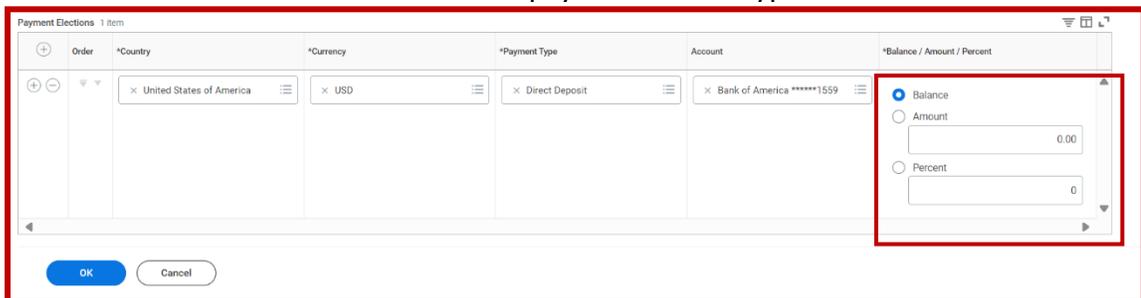
- a. **Edit** – Edit existing account
- b. **Remove**- bank accounts **Note:** An account can only be removed if it is not currently active as a payment election. To remove an account that is currently in use, you will need to remove it from the payment elections section first.
- c. **View** button to view all the details of your account information
- d. **Add**- Use the Add button to add a new account to use in your payroll or expense payment elections.



5. Click **Edit** in the Payment Elections section to modify your payment elections for payroll or expense payment types.



6. Change the **Amount** or **Percent** that is deposited into the account; or change the account that receives the balance of the payment for the type.



7. Select **OK** to save.