

## SELECT AND UPDATE PAYROLL OPTIONS



In order to update or manage your payment elections and pay related deposits, connect to Workday from the icon in the top right corner of your University email. Click on the Pay Application on your home

page  .

### ADD, EDIT, OR REMOVE A DIRECT DEPOSIT ACCOUNT

1. Select the **Pay Application**.
2. Select **Payment Elections** from Actions.
3. To add an account, click **Add**.
4. Optionally, you can add an Account Nickname to help you identify this account.
5. Fill in the required information (Red asterisks indicate required fields) Routing Transit Number, Bank Name, Account Type, and Account Number.
6. Additionally, you can enter a Bank Identification Code if known.
7. Click **OK** to save. Once the account has been added, you can use it to make payment elections.
8. Additionally, you can edit or remove bank accounts using the **Edit** or **Remove** button. An account can only be removed if it is no longer used as a payment election.
9. Click **OK** to save.

## MANAGE YOUR PAYMENT ELECTIONS

1. Select the **Pay Application**.
  2. Select **Payment Elections** from Actions.
  3. Click **Edit** in the Payment Elections section to modify a payment election for the desired Pay Type (Expense Payments/Payroll Payments).
  4. To add an additional bank account or payment type click on the “+” at the left. Fill in Country, Currency, and Payment Type utilizing related action  .
  5. **Important:** After adding additional bank accounts or pay types, to change the Balance/Amount/Percent that is deposited into the account(s) that receives payments for the pay type, enter the amount or the percent for each account. The last account must have “balance” selected or the percent should equal 100. Your organization’s payment elections policy determines what changes are allowed.
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6. Note: Expense payments can be deposited into a separate account or pay type if elected but only one account can receive the balance.
  7. Click **OK** to save.