



Payment Elections

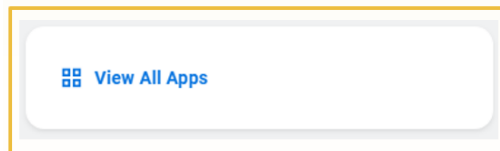
Overview

This job aid will show the process for adding/updating your payment elections. If you want your direct deposit into multiple accounts, you must ADD all accounts first, then you can distribute amongst the accounts by amount or percentage.

Initiate Add Payment Elections

Security Role(s): Employee as Self

1. From the Workday Landing Page, select **View All Apps**.



2. Select the **Benefits and Pay** application.



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3. Under the **Pay** section of the Benefits and Pay application, select **Payments**.

Benefits and Pay

Overview

Benefits

Benefit Elections

Benefits by Date

Dependents

Beneficiaries

Dependents

Beneficiaries

ACA Forms

Pay

Payments

Tax

Voluntary Deductions

Compensation

Payroll Hub - Worker Payments Information

Compare Period

Pay History

Earnings/Deductions History

Recent Pay

Most Recent Pay

Your next pay day is March 1, 2024.

\$

Take Home Pay

Gross Pay

[View Most Recent Pay](#)

Deductions

Taxes and deductions from your most recent payslip.

\$

Total

Federal Withholding (Federal)

SRA - Pretax

OASDI (Federal)

Pretax - Defined Contribution

Payment Elections

Add

2 Items

Pay Type	Payment Type	Account	Account Number	Distribution	
SNC Staff and Faculty	Direct Deposit	Wells Fargo Checking Account		Balance Yes	Edit
Expense Payment Election Rule	Direct Deposit	Wells Fargo Checking Account		Balance Yes	Edit

4. Select **Add**.

Payment Elections

Add

2 Items

Pay Type	Payment Type	Account	Account Number	Distribution	
SNC Staff and Faculty	Direct Deposit	Wells Fargo Checking Account		Balance Yes	Edit
Expense Payment Election Rule	Direct Deposit	Wells Fargo Checking Account		Balance Yes	Edit

5. In the **Add Account** page, scroll down to the **Account Information** section and enter your account information including your **Routing Transit Number**, **Account Type**, and **Account Number**. Select **OK**.

Note: fields marked by a red asterisk are required.

Account Information

Account Nickname (optional)

Routing Transit Number *

Bank Name

Bank Identification Code

Account Type *

☒ Checking
 ☐ Savings

Account Number *

OK

Cancel

6. Once you are back on the **Payment Elections** page, to add more bank accounts, select **Add** and repeat steps 4 and 5 until you have added all of your desired accounts.

Payment Elections

Add

2 Items

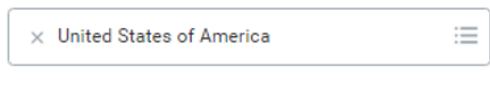
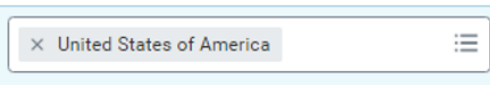
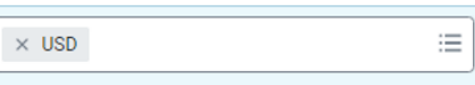
Payment Elections					
Pay Type	Payment Type	Account	Account Number	Distribution	
SNC Staff and Faculty	Direct Deposit	Wells Fargo Checking Account		Balance Yes	Edit
Expense Payment Election Rule	Direct Deposit	Wells Fargo Checking Account		Balance Yes	Edit

7. In the **Payment Elections** grid, you will notice rows for two different Pay Types:
 - a. **SNC Staff and Faculty** is the payment election for your Payroll payments.
 - b. **Expense Payment Election Rule** is the payment election for any reimbursement payment you receive as a result of an approved Expense Report in Workday.
8. Select **Edit** to modify how your payment election is distributed amongst your various accounts.

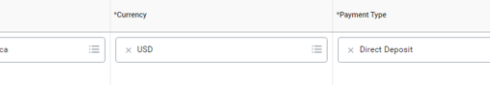
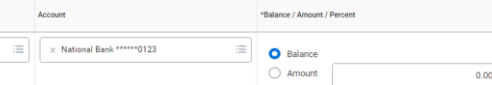
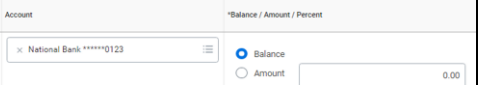
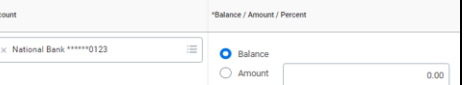
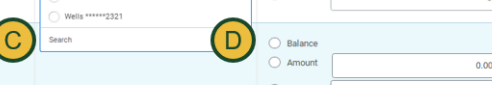
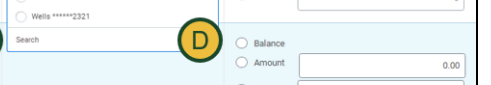
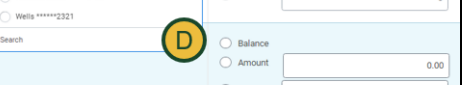
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Payment Elections				
Pay Type	Payment Type	Account	Account Number	Distribution
SNC Staff and Faculty	Direct Deposit	Associated Bank *****	*****	Balance Yes
Expense Payment Election Rule	Direct Deposit	Associated Bank *****	*****	Balance Yes

9. Select the plus icon to add a bank account for a portion of your direct deposit.
- Note:** If you have not added multiple accounts, you will not have an option to distribute as shown in step 10.

Payment Elections 2 items			
	Order	*Country	*Currency
			
			
			

10. Enter the following information
- Country
 - Currency
 - Payment Type
 - Select the **Account** from the list you entered previously

Payment Elections 2 items					
	Order	*Country	*Currency	*Payment Type	Account
					
					

 Balance

 Amount

 Percent

11. In the last table of the column, you are required to select how your direct deposit will be distributed. Here are a few examples:
- Distribute 50% into one account and 50% into another account.

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- b. Distribute \$500 into one account and the balance into another account. (shown in the graphic below)
- Select **OK** to apply your changes.

*Payment Type	Account	*Balance / Amount / Percent
x Direct Deposit	x National Bank *****0123	☐ Balance ☒ Amount 500.00 ☐ Percent 0
x Direct Deposit	x Wells *****2321	☒ Balance ☐ Amount 0.00 ☐ Percent 0