Workday Payroll Job Aid

Audience: All Current Employees

Payment Election Enrollment

🎯 Use the Payment Election Enrollment Event to set up or change how an employee is paid, including:

- Direct deposit to one or multiple bank accounts
- Check (paper) where allowed

This event is typically triggered for new hires, rehires, or employees updating banking information

Payment Election Enrollment Event	
Workday Role(s)	• Employee
Steps	• Payment Election Enrollment Event, enters the required dates and arrangement details, and submits the request.

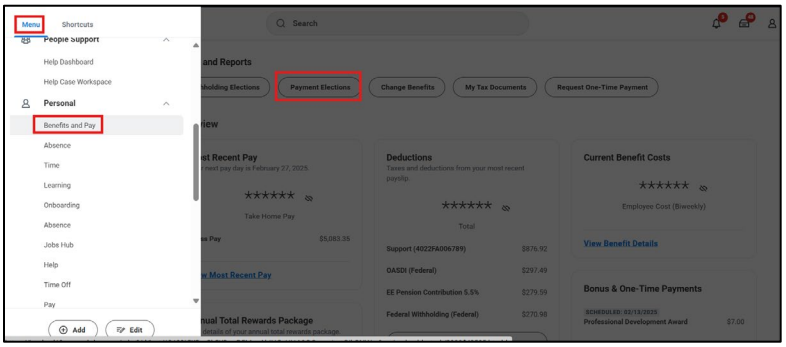
Payment Election Enrollment Event

If accessing **during** employee onboarding:

1. From the Workday **Home** page, open your **My Tasks** Inbox
2. Locate the task titled **Payment Election Enrollment Event**.
3. Click the task name to open it

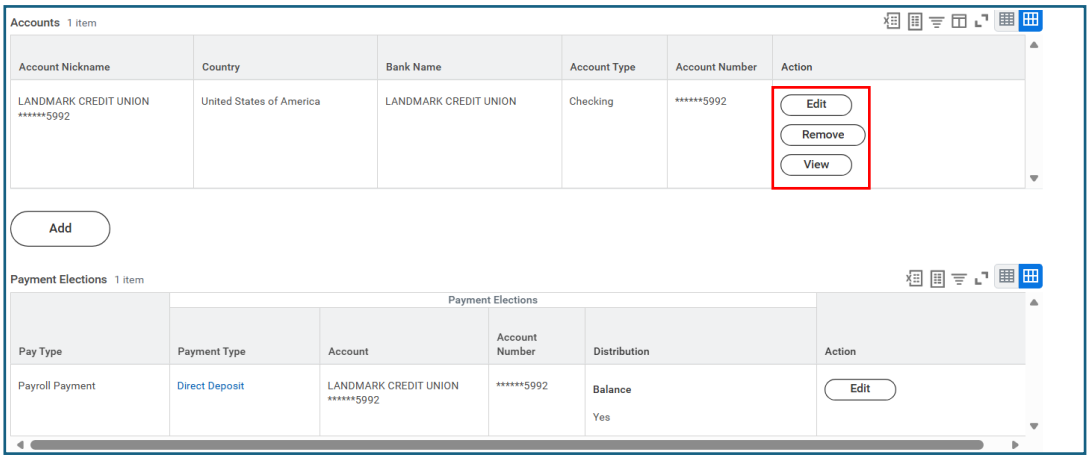
If accessing **outside** of employee onboarding:

- From the **Menu**, under **Personal** select **Benefits and Pay**
- Select **Payment Elections** and, if prompted, complete any **enrollment event** that is in progress



Review Existing Payment Elections (If Any)

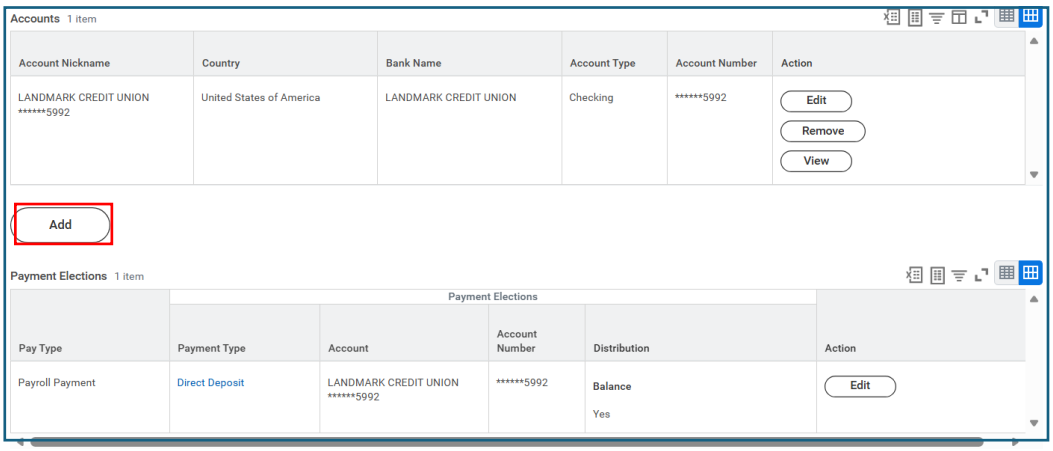
1. On the Payment Elections page, review any:
    - Existing **bank accounts** on file
    - Current **payment elections** (e.g., “Payroll – Direct Deposit”)
2. Confirm whether you are:
    - **Enrolling** for the first time
    - **Editing** existing elections
    - **Adding** or **removing** accounts



Add or Edit Bank Account(s)

To Add a New Bank Account

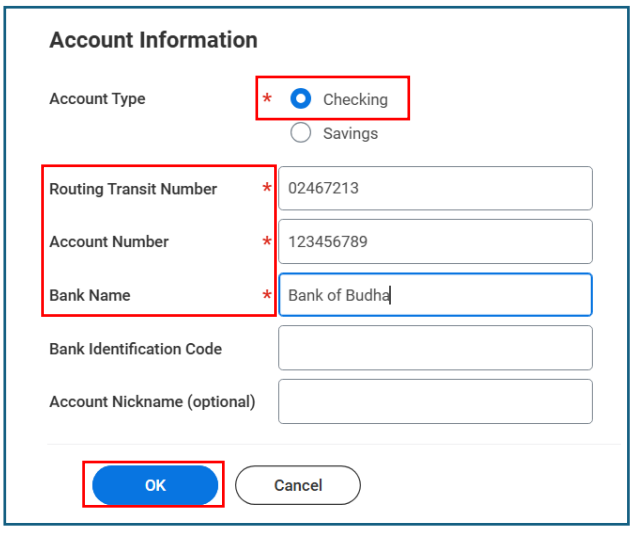
1. In the **Account** section, click **Add**.



2. Enter the following details:

   - **Account Type** (Checking / Savings)
   - **Routing Number**
   - **Account Number**
   - **Bank Name** (may populate automatically from routing number)

3. Click **OK**



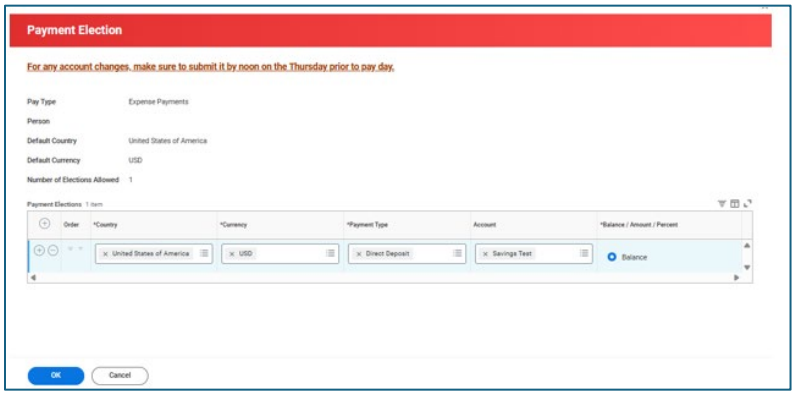
To Edit an Existing Account

1. Click the **Edit** icon next to the existing bank account.
2. Update details as needed.
3. Click **OK**.

Set Up Payment Elections for Expense Reports

In the **Payment Elections** section, locate the row for **Expense Payments**.

1. In the **Action** column, choose **ADD**:
    - **Country** will default,
    - **Currency** select **USD**
    - **Payment Type** select **Direct Deposit**
    - **Account** select preferred bank account from drop down menu



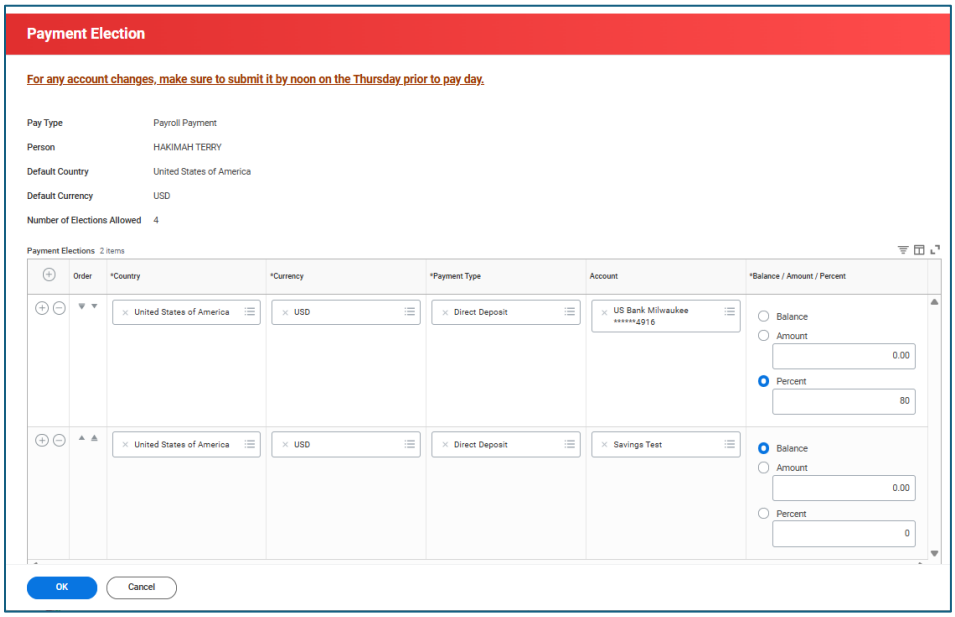
Splitting Pay Across Multiple Accounts

1. In the **Payroll** or **Expense Payment** Pay Type select **Edit** in the **Action** column
2. To add a line select the **Plus** icon ⊕
3. For each line, specify:
    - **Currency** defaults to USD

- **Payment Type** as **Direct Deposit**
- **Account** as desired
- **Amount Type**:
    - **Balance** indicates full amount if there is only one account selected or the remaining balance there are alternate accounts that are assigned a partial amount or percentage
    - **Percent** of pay if there are alternate accounts that are assigned a partial amount or percentage
    - **Amount** fixed dollar amount of pay if there are alternate accounts that are assigned a percentage or the remaining balance

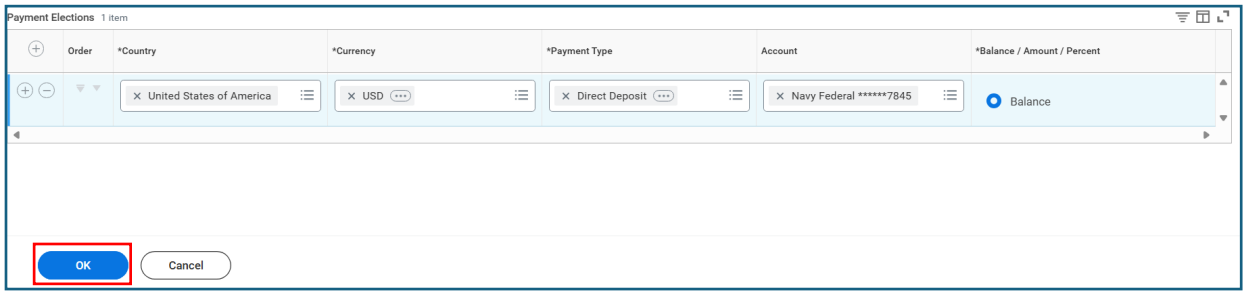
4. **PLEASE NOTE:**

- **One account** - Amount type selected must be **Balance**
- **Two accounts** - If one account is a **flat** amount, the amount type for the second account would have to be **Balance**. If the amount type for **both** accounts are **Percent**, then they must equal 100
- **Three or Four accounts** - If all flat amounts are listed, then the amount type for the last account listed should be **Balance**. If the amount type for **all** accounts are **Percent**, then they must equal 100



Confirm and Submit

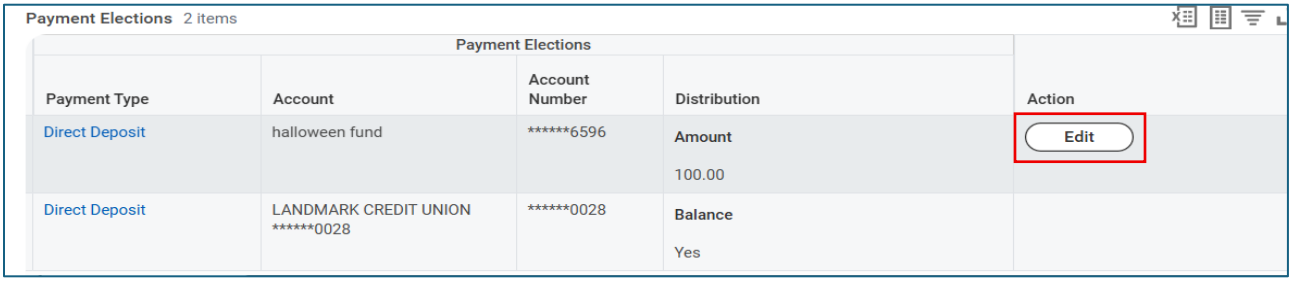
1. Review the **Summary** of:
    - Bank accounts
    - Payroll payment elections
2. Confirm:
    - Correct routing and account numbers
    - Correct accounts and percentages/amounts
3. Click **OK**



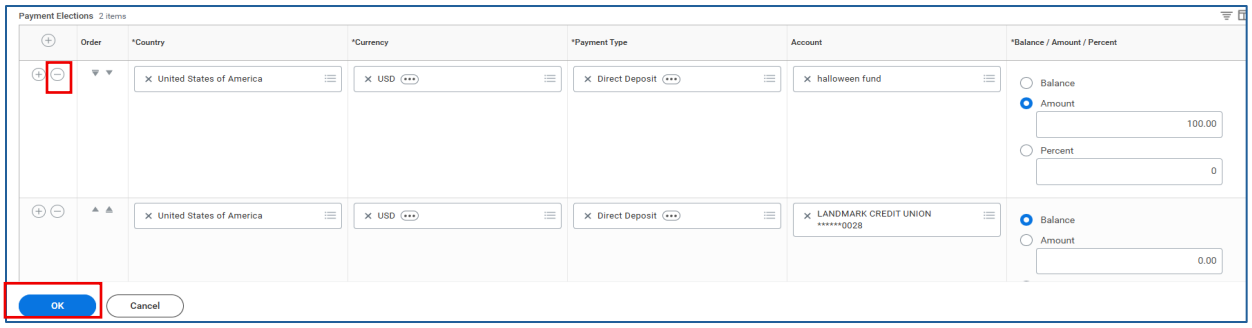
Delete Bank Account(s)

To Delete an Existing Account

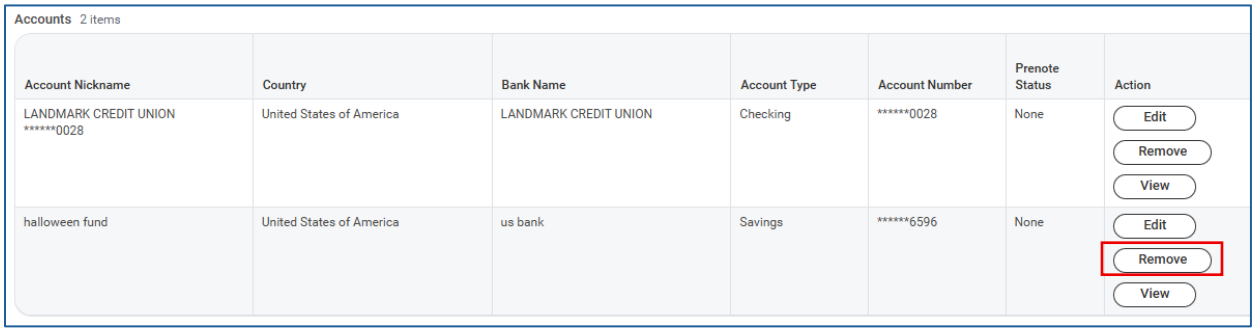
1. In the **Payment Elections** section, click **Edit**.



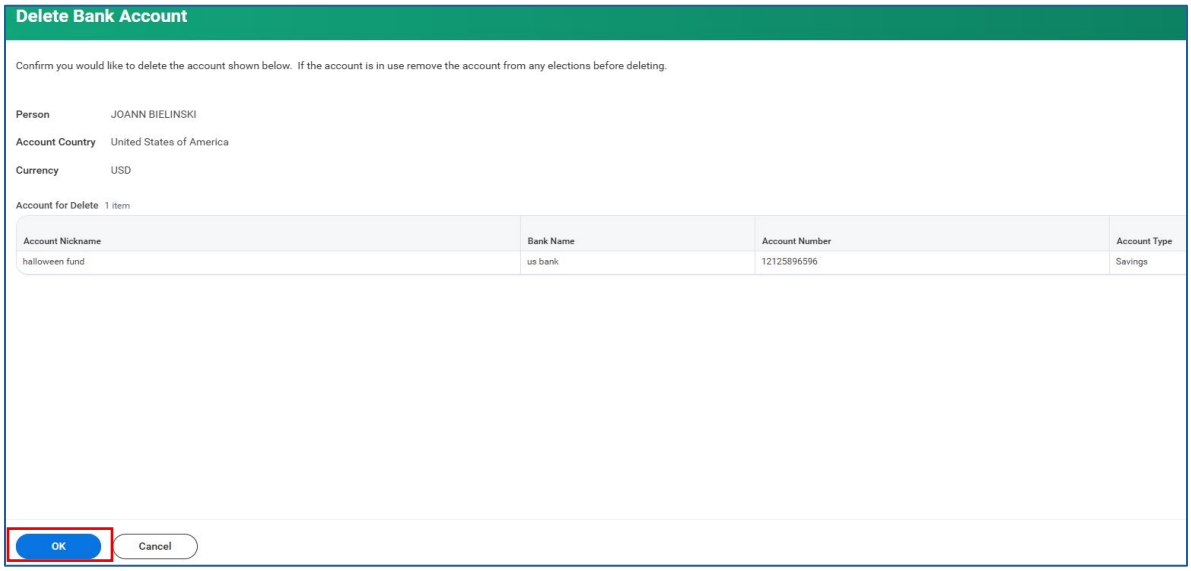
2. Click the **Minus** sign next to the account that should be deleted.
3. Click **OK.**



4. In the **Accounts** section, click **Remove** next to the same account that was deleted above.



5. **Confirm** the correct account is being deleted.
6. Click **OK.**



7. Repeat these steps if deleting multiple accounts.

NOTE **For any account changes, make sure to submit it by NOON on Thursday PRIOR to pay day.**