

Expenses: Add and Maintain Payment Elections

Audience / Role	Employee
Description	This job aid provides instructions to set preferences for reimbursement of business-related expenses.
Before You Start	Determine the bank account to use for reimbursement of expenses. The Add Payment Elections task must be completed before submitting Spend Authorizations and Expense Reports.

Add Payment Elections

1	In the Search bar, Add Payment Elections. In the search results, select the Add Payment Elections task. If you already have one in Workday, after you select the Add Payment Election", the screen show: You have already created your initial payment election. If you wish to further update your elections, then click the OK button below.
2	Under Payment Election , select Add and read the instructions and complete the fields for this task. All required fields are indicated with a red asterisk.
3	Under the Preferred Payment Method section, in the Expense Payments field, select Direct Deposit
4	Under Account Information, enter bank account information into the fields: • Account Type – select Checking or Savings account. • Routing Transit Number – enter bank account routing number. • Account Number – enter bank account number. • Bank Name – enter bank institution name. • Bank Identification Code – optional. • Account Nickname – optional. Select OK.
5	Select Submit .

What Happens Next?

- Your Expense Report reimbursements and Cash Advances payments occur in adherence to Payment Elections.

Related Reports

- My Expense Report
- My Spend Authorizations



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Related

- Create Spend Authorization
- Create Expense Report

Job Aids

Maintain Payment Elections

1	Navigate to My Profile . 
2	Under My Profile , select View Profile .
3	From My Profile , select the Actions button, then locate Personal Data in the list, and then select Maintain My Payment Elections . <i>Note that this can also be accessed from your Expenses Hub under the Payment elections tab.</i>
4	Under Accounts , click the Add button to add accounts. You can also modify already added payment accounts. Under Payment Elections , you can edit the selected account elections to update type, percentage, etc.

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