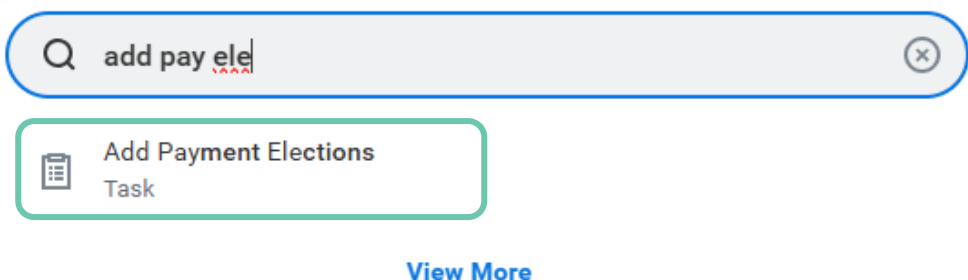
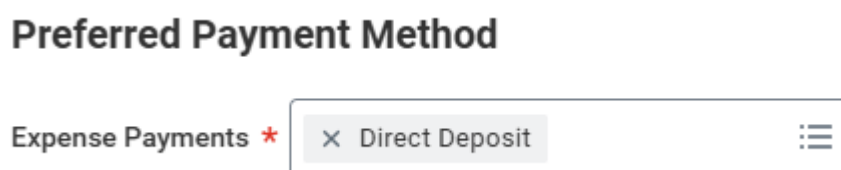
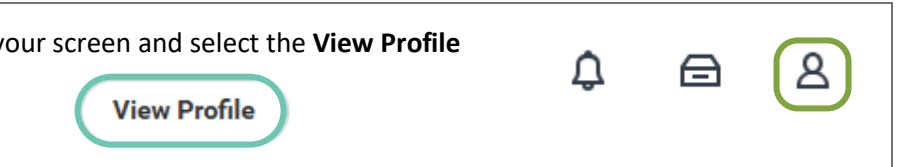
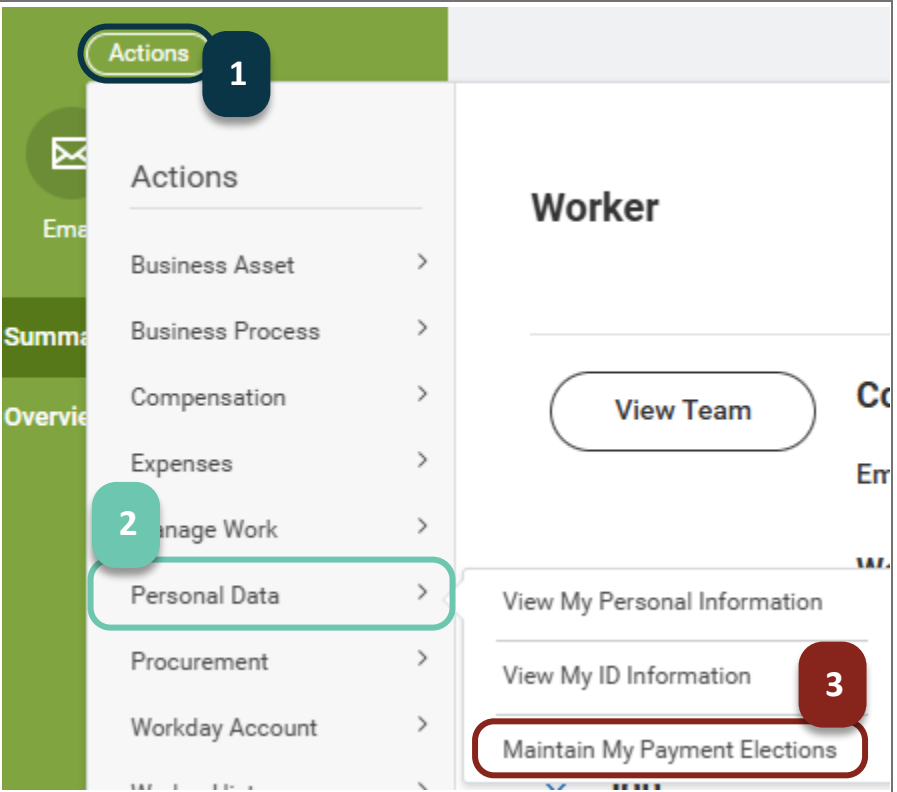


Audience / Role	All employees
Description	Instructions for setting preferences for business-related reimbursements
Before You Start	Determine the bank account to use for reimbursement of expenses. The Add Payment Elections task must be completed before submitting Spend Authorizations and Expense Reports.
Related Job Aids	Create Expense Report, Create Spend Authorization

Add Payment Elections

1	Use your search bar to find the Add Payment Elections task (remember, you can shorten your search to the first three letters of each search term). Click on the task from your search results.  NOTE: If you already have a payment election set up in Workday, you'll see a message saying you've already created your initial payment election and asking if you wish to update your elections. Click OK in the dialog box and follow the Maintain Payment Elections instructions on page 2 to update.
2	Under the Preferred Payment Method section, select Direct Deposit in the Expense Payments dropdown. 
3	Complete all required fields (marked with a red asterisk*) with your banking account information. • 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.
4	Now, when you submit expense report reimbursements and cash advances, your payments will be sent through your elected payment method.

Maintain Payment Elections

1	Click the My Profile icon at the top of your screen and select the View Profile button from the menu. 
2	On your profile page: 1. Locate the Actions button. 2. Select Personal Data from the menu. 3. Click Maintain My Payment Elections. If you have not yet set up your payment elections, no accounts or elections will display. Click the Add button and follow the Add Payment Election instructions on page 1. NOTE: You can also access your Payment Elections tab from your Expenses Hub (accessible from your main menu). 
3	Managing Your Accounts All accounts you have added to Workday will display in the Accounts table. In the Action column of the table, you have the options to edit, remove, or view each account. • Edit: Make changes to an existing account and click OK to save. • Remove: Delete an existing account. Click OK to confirm the account deletion. • View: View the account details you entered. Below the Accounts table, you'll find an Add button. Use this button to enter additional accounts. Follow the Add Payment Election instructions on page 1 to enter the new account.
4	Managing Your Elections Your current payment elections will display in the Payment Elections table. In the Action column, you'll find the option to edit your payment elections. Once you click Edit, you have the option to add new payment elections by hitting the + button or delete options by clicking the - button. You can also change your preferred account by clicking in the Account column and selecting your preferred account. Once you have made your changes, click OK to save.