



Payment Elections (Student View)

Overview

This quick reference guide will cover how to add payment elections as a student.

Process

1. After logging into Workday, click the **Finances** icon on your home page.



2. The **Finances** dashboard provides quick links to your Account Activity, Make a Payment, Payment Elections, 1098T information and Financial Aid.

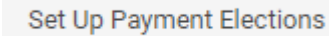
3. Payment election options are under **My Account**



4. Select **More** to view additional option



5. Select **Set up Payment Elections**



6. On the Payment Elections screen, we can confirm who we are setting up payment elections. We can also see if we already have payment elections established.

Payment Elections Bucky Bronco

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person	Bucky Bronco
Default Country	United States of America
Default Currency	USD
Payment Election	No payment elections specified.

Add

7. Select **Add** to establish payment elections.

Add



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8. Select the Preferred Payment Method for Expense Payments and Student Refunds.

Preferred Payment Method

Expense Payments *

Student Refund *

If you select check, as shown above, no additional information is required.

9. If you select Direct Deposit or ACH payment options, routing and account information is required.

Routing Numbers is a required field and should be 9 digits in length.

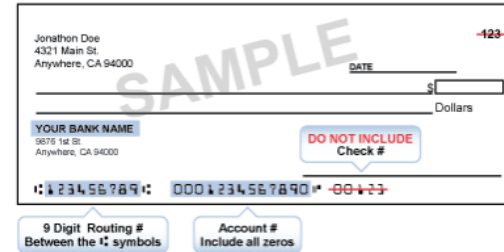
Bank Name is a required field.

Account Type is a required field.

Account Number is a required field.

Account Setup

Sample Check



Account Information

Account Nickname (optional)

Routing Transit Number *

Bank Name *

Bank Identification Code

Account Type * Checking Savings

Account Number *

10. Select OK

