



Payment Elections

Overview

To receive eligible refunds by direct deposit, add a payment election.

Payment Election task allows you to enter banking information if you would like to receive a direct deposit for any refunds or expense reimbursements as a student worker.

Please Note: Payment elections set up via this task are not used for making payments to the university.

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 FinancialAid.

3. Payment election options are under **MyAccount**



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

More (5)

5. Select **Set up Payment Elections**

Set Up Payment Elections

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



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



Payment Elections

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

Preferred Payment Method

Expense Payments *	<input type="checkbox"/> AP Direct Deposit	☰
Student Refund *	<input type="checkbox"/> Student Refund ACH	☰

If you select check, no additional information is required. **We recommend using Direct Deposit (ACH).**

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.

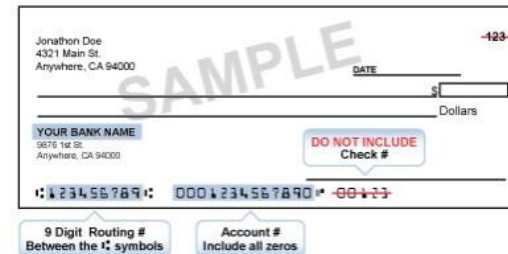
Swift/Bank Identification Code is NOT a required field. Please leave this field blank.

Account Type is a required field.

Account Number is a required field.

Account Setup

Sample Check



Account Information

Account Nickname (optional)	<input type="text"/>
Routing Transit Number *	<input type="text" value="#####"/>
Bank Name *	<input type="text" value="Bank Name"/>
Bank Identification Code	<input type="text"/>
Account Type *	<input checked="" type="radio"/> Checking <input type="radio"/> Savings
Account Number *	<input type="text" value="#####"/>

10. Select **OK** to save your information.