

Edit Payment Elections

Overview

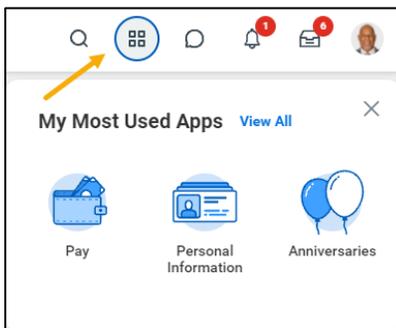
This job aid outlines the process for an Employee to edit payment elections outside of the onboarding process

Prerequisites: N/A

Important Information: Payment Elections are separated into Payroll and Expense. Payroll represents the Employee's paycheck. Expense represents reimbursement payments made to the Employee

Steps

1. From the Workday Home page, click the **Pay** worklet



2. Select Payment Elections
3. Scroll down to the **Payment Elections** section of the page
4. Click **Edit** for either Payroll or Expense, depending on the change you want to make

| Payment Elections 2 items | | | | |
|---------------------------|-------------------|----------------|----------------|--------------|
| Pay Type | Payment Elections | | | |
| | Payment Type | Account | Account Number | Distribution |
| Payroll | Direct Deposit | Bank *****6157 | *****6157 | Balance Yes |
| Expense | Direct Deposit | Bank *****6157 | *****6157 | Balance Yes |

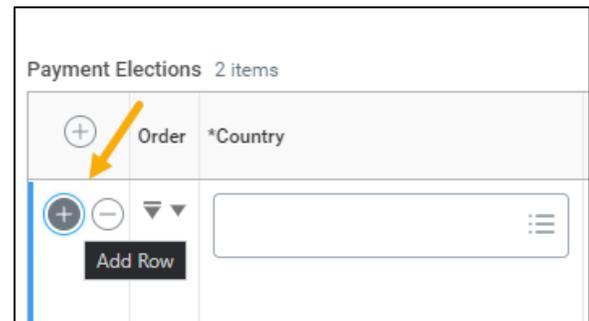
5. Make the changes you would like to make including: Payment type (Direct Deposit or Check), Account, Balance / Amount / Percent

Notes:

If you need to use multiple bank accounts, be sure all accounts are listed in the Accounts section of the page. To add an account, click **Add Account**.

The row added must be above the original payment election or an error message will be received. The last election, row, must have the select balance option selected or the percentages must add up to 100%.

You may add up to five accounts for the Payroll type, but only one account for Expense



6. Click the radio button for **Balance, Amount** or **Percent** and complete the fields as needed
7. Click **OK**

This completes **Edit Payment Elections**