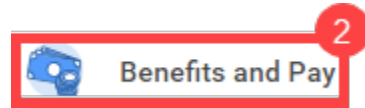


Payment Elections (Direct Deposit)

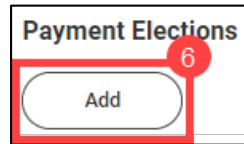
The **Payment Elections** task allows employees to add and edit payroll payment elections (Direct Deposit). Employees may add, remove, or change bank accounts and payment methods. Additionally, they may update distribution of funds among bank accounts.

Payment Elections (Direct Deposit)

1. From the Workday Home Page, select **Menu**.
2. Select **Benefits and Pay**.
3. On the navigation panel, select **Pay**.
4. Select **Payments**.
5. Navigate down to the **Payment Elections** section.





Tip: Scroll past the Recent Pay and All Payslips sections to the bottom of the screen.



6. Select **Add** to add a new account.
 - A. Enter all the fields with red asterisks *.
 - B. Select **OK**.

7. Select **Edit** to edit payment elections for a specific pay type. The **Payment Elections** table is an editable table with the current payment elections for each pay type. Each row is an account with a chosen distribution of funds for a pay type.

- A. Select the **Add** icon to add a new payment election 
- B. Select the **Minus** icon to remove a payment election 
- C. Select values for each column
- D. To change the distribution, select an option using the last column titled **Balance / Amount / Percent**.

- If using multiple accounts, only the last account may be selected as **Balance**. The remaining balance will be deposited into this amount.
- Select **Amount** to direct an amount regardless of total payment amount.
- Select **Percent** to direct a certain percentage of the total payment to an account
- To receive a check for all or part of a paycheck, add a new row and select **Check** for Payment Type.

Payment Elections 2 items

Order	*Country	*Currency	*Payment Type	Account	Balance / Amount / Percent
1	United States of America	USD	Direct Deposit	Bank of America *****6789	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="radio"/> Percent
2	United States of America	USD	Direct Deposit	Chase *****6734	<input type="radio"/> Balance <input checked="" type="radio"/> Amount <input type="radio"/> Percent

Note: A maximum of ten accounts can be added to the system. Any changes will be reflected in the paycheck for the following pay period.

8. Select **OK** to finish.

