

Payment Elections Quick Guide

Audience: Faculty, Staff and Student Workers

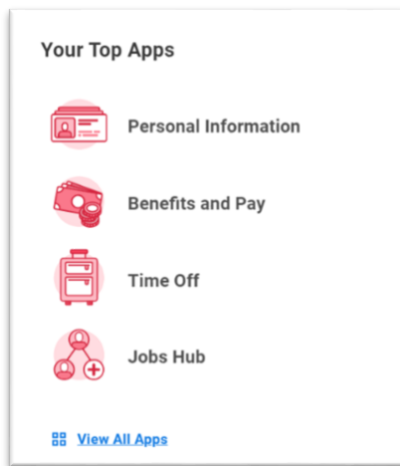
Overview

This quick guide covers the necessary steps to update payment elections in Workday. The guide covers the following topics:

- [Viewing current payment elections and bank information](#)
- [Adding or removing bank information](#)
- [Distributing pay between multiple bank accounts](#)

Steps

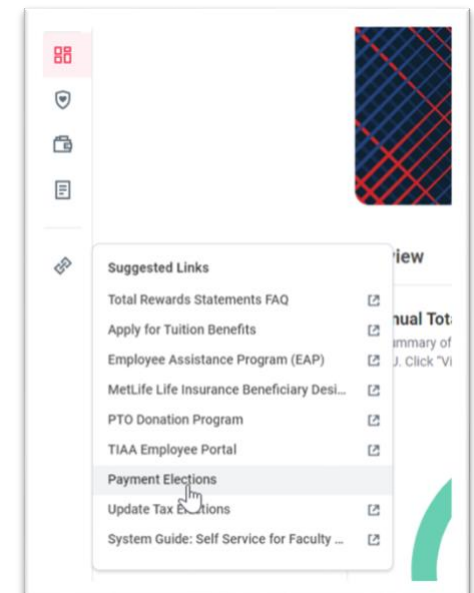
1. From the [Workday homepage](#), click the **Benefits and Pay Hub** worklet in **Your Top Apps**.



Note: If the Benefits and Pay hub is not showing under Your Top Apps, click **View All Apps** to locate the worklet.

Note: For international locations and student workers, click the **Pay** app, then under **Actions** click **Payment Elections**.

2. From the **Benefits and Pay Hub** screen, click on the Suggested Links icon, and then select **Payment Elections**.



3. Payment Elections Screen:

- a. The screen shows your current bank accounts and your current payment elections/distribution between these accounts. Click the links below to jump to the steps to make these changes.
- b. Accounts
 - i. Edit: change the account details
 - ii. Remove: delete this account if it is no longer active.
 - iii. View: view this account's details (account number, routing number, bank name, account type).
- c. Add a new account.
- d. Edit the dollar amount to distribute (to multiple bank accounts).

Payment Elections

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

Person: [Name]
Default Country: [Country]
Default Currency: [Currency]
Status: In Progress
Last Updated: 11/09/2022 10:19 AM

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
My Bank *****9123	[Country]	My Bank	Checking	*****9123	<div>Edit</div> <div>Remove</div> <div>View</div>

Add

Payment Elections 1 item

Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll Interface Rule 2	5 - Rwanda bank deposit in USD	My Bank *****9123	*****9123	Balance Yes	<div>Edit</div>

4. Add a new Bank Account

- a. Below the Accounts section of the Payment Elections screen, click **Add**.
- b. Complete the necessary fields—all fields marked with an asterisk are required.
 - i. Bank Code (US: Bank Routing Number, Rwanda: SWIFT Code)
 - ii. Bank Name
 - iii. Account Type (Checking or Savings)
 - iv. Account Number
- c. Click OK once complete.
 - i. Notes:
 1. **US-based banks:** require a 9-digit routing number included in these fields.
 2. **Rwanda-based banks:** require a SWIFT code that should be entered in the Bank Code field. This is an 8 character alphabetic code that must be entered in all CAPS (i.e., ABCDEFGH).
 3. If you do not have this on record, the code should be verified with your banking institution.

Add

Account Holder Name

Account Country

Account Information

Account Nickname (optional)

Bank Code *

Bank Name *

Branch Code

Branch Name

Bank Identification Code

Account Type * ☒ Checking ☐ Savings

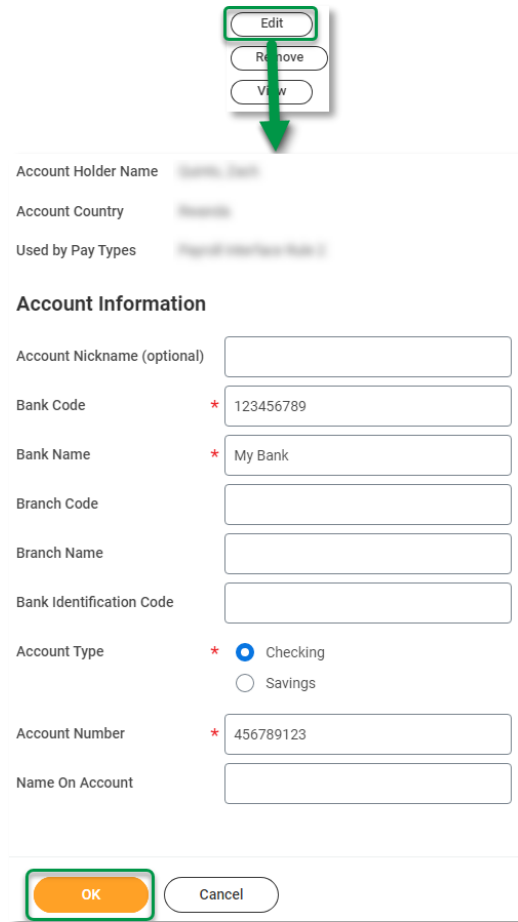
Account Number *

Name On Account

OK **Cancel**

5. Edit an Existing Bank Account

- Below the Accounts section of the Payment Elections screen, on the Bank Account you wish to edit, click **Edit**.
- Make any updates to the fields. (**Note:** all fields marked with an asterisk are required)
- Once satisfied with your changes, click **OK**.



Account Holder Name

Account Country

Used by Pay Types

Account Information

Account Nickname (optional)

Bank Code *

Bank Name *

Branch Code

Branch Name

Bank Identification Code

Account Type * ☒ Checking ☐ Savings

Account Number *

Name On Account

OK Cancel

6. Update Pay Distribution to Your Accounts

- Below the Payment Elections section, click **Edit**.

- b. Click **+** in the left column to add an additional account from your current accounts (see [Add a New Bank Account](#) first if you have not yet added any additional accounts.)
- c. Complete all fields including Country, Currency (based on your current compensation), Payment Type and Account.
- d. After completing the preceding fields, indicate in the Balance/Amount/Percent column how much of your pay should be distributed to each account (i.e., 50% to each account in the example below)
- e. Once satisfied with your changes, click **OK**.

Payment Elections 2 Items

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
+	▼	▼	▼	× My Bank *****9123	<input type="radio"/> Balance <input type="radio"/> Amount <input checked="" type="radio"/> Percent
					0
					50
+	▲	▼	▼	× Savings	<input type="radio"/> Balance <input type="radio"/> Amount <input checked="" type="radio"/> Percent
					0
					50

OK Cancel