



Quick Reference: Colleague Self-Service

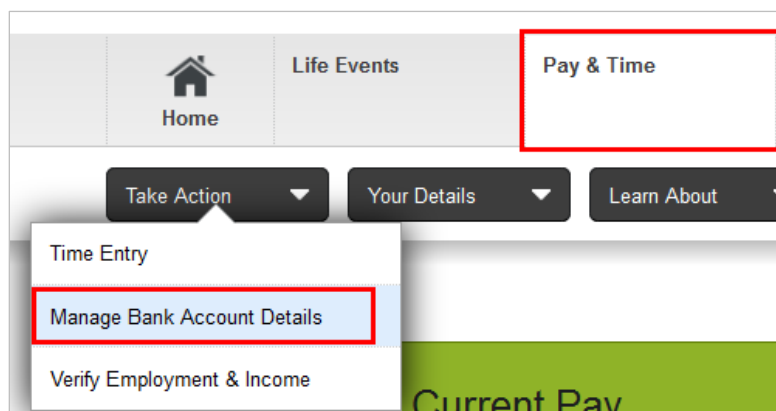
Update Direct Deposit Elections

This is the process of updating direct deposit elections for both active colleagues and inactive colleagues still receiving pay.

Note: Former colleagues may change his/her payment election details by contacting Aon HR Service Center. The Service Center will update payment election details in Workday.

Active colleagues can access Workday to make direct deposit changes, which will be automatically effective. Future or past dating is not available.

1. From your UPoint home page, go to the **Pay & Time** landing page.
2. Select the **Take Action** dropdown and click **Manage Bank Account Details** to launch Workday and edit payment elections.



3. On the **Payment Elections** page, click **Change Election**.

Payment Elections [Kathy Bieneman](#) ***

Designate how to receive payment for each type of pay. For direct deposit be sure to add accounts prior to changing elections.

Worker [Kathy Bieneman](#)

Default Country United Kingdom

Default Currency GBP

Status Successfully Completed

Accounts

Account Nickname	Country	Bank Name	Account Type	Account Number	
BANK NAME *****	United Kingdom	BANK NAME	Checking	*****	Change Account Delete Account

[Add Account](#)

Payment Elections

Pay Type	Payment Type	Account	Account Number	Distribution	
United Kingdom Salary	Direct Deposit	BANK NAME *****	*****	Balance Yes	Change Election

3.1. On the **Payment Elections** page, you also have the options to **Add Account**, **Change Account** or **Delete Account**.

Payment Elections Kathy Bieneman ***

Designate how to receive payment for each type of pay. For direct deposit be sure to add accounts prior to changing elections.

Worker Kathy Bieneman
 Default Country United Kingdom
 Default Currency GBP
 Status Successfully Completed

Accounts

Account Nickname	Country	Bank Name	Account Type	Account Number	
BANK NAME *****	United Kingdom	BANK NAME	Checking	*****	<input type="button" value="Change Account"/> <input type="button" value="Delete Account"/>



Payment Elections

Pay Type	Payment Elections					
	Payment Type	Account	Account Number	Distribution		
United Kingdom Salary	Direct Deposit	BANK NAME *****	*****	Balance	Yes	<input type="button" value="Change Election"/>

3.1.1. If you change account information, all payment elections that use the account will be updated automatically.

3.1.2. To split payments between multiple accounts, add the additional account and then change the payment elections to reflect this split distribution.

3.1.3. You can also use the **Delete Account** button. Remember that you should remove the account from any elections before deleting the account.

- To add a payment election, click the  icon. To remove a payment election, click the  icon.
- Enter your payment election information into the appropriate fields and click **OK**.

Payment Elections

	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
<input type="button" value="+"/> <input type="button" value="-"/>	▼ ▼	search	search	search		<input type="radio"/> Balance <input type="radio"/> Percent <input type="text" value="0"/>

Additional Support

If you require additional support, go to the **UPoint Contact Us** page and select the category that matches your question(s). You will also see options to contact the Aon HR Service Center.