

**Payment Elections**

**Overview**

This job aid will show the process for adding/updating your payment elections. If you want your direct deposit into multiple accounts, you must ADD all accounts first, then you can distribute amongst the accounts by amount or percentage.

**Initiate Add Payment Elections**

*Security Role(s): Employee as Self*

1. From the Workday Landing Page, select **View All Apps**.



1. Select the **Pay** application.

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1. Under the **Actions** section of the Pay application, select **Payment Elections**.



1. Below the **Accounts** grid, select **Add.**

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1. In the **Add Account** page, scroll down to the **Account Information** section and enter your account information including your **Routing Transit Number**, **Account Type**, and **Account Number.** Select **OK.**

***Note:*** *fields marked by a red asterisk are required.*

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1. Once you are back on the **Payment Elections** page, to add more bank accounts, select **Add** and repeat steps 4 and 5 until you have added all of your desired accounts.



1. In the **Payment Elections** grid, you will notice rows for two different Pay Types:
	1. **SNC Staff and Faculty** is the payment election for your Payroll payments.
	2. **Expense Payment Election Rule** is the payment election for any reimbursement payment you receive as a result of an approved Expense Report in Workday.

1. Select **Edit** to modify how your payment election is distributed amongst your various accounts.

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1. Select the plus icon to add a bank account for a portion of your direct deposit.

***Note:*** *If you have not added multiple accounts, you will not have an option to distribute as shown in step 10.*



1. Enter the following information
	1. **Country**
	2. **Currency**
	3. **Payment Type**
	4. Select the **Account** from the list you entered previously



1. In the last table of the column, you are required to select how your direct deposit will be distributed. Here are a few examples:
	1. Distribute 50% into one account and 50% into another account.
	2. Distribute $500 into one account and the balance into another account. (shown in the graphic below)

Select **OK** to apply your changes.

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