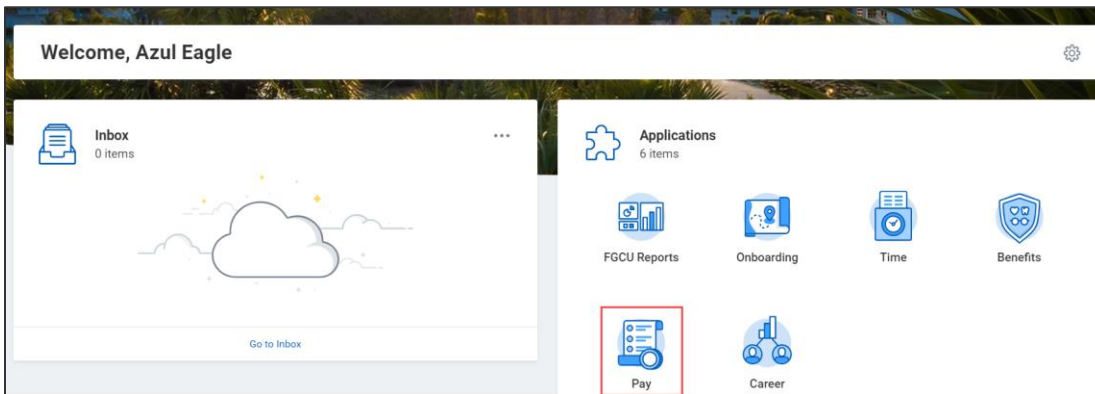


Payment Elections

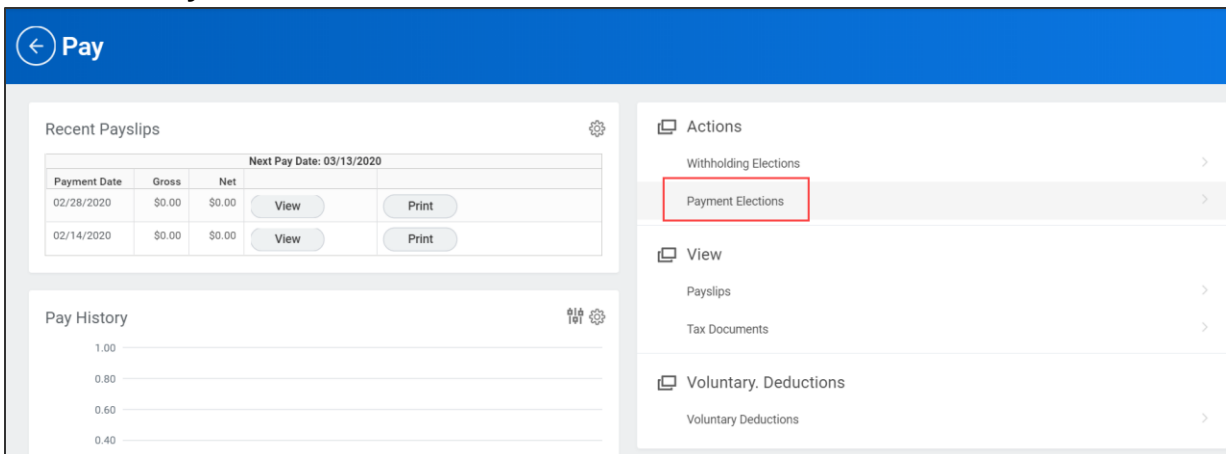
Workday provides the ability to add and edit your payment accounts for payroll and expense reimbursements. A maximum of **3 Accounts** may be established.

***NOTE:** As a security measure against phishing attempts, addition or editing of **Payment Elections** requires an on-campus FGCU network Connection (not WiFi), or the use of Pulse Secure in MyVPN. Information on using MyVPN is available on the ITS website.

1. From the **Workday Home Page**, click the **Pay Worklet** to access the **Pay** application.



2. Select **Payment Elections**.



3. Here you can set up a new account or view your current payment **Accounts**, and **Edit** or **Remove** them; select **Add** to enter an additional account.

Account Nickname	Country	Bank Name	Account Type	Account Number	
Suntrust *****6941	United States of America	Suntrust	Checking	*****6941	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
Savings	United States of America	Suntrust	Savings	*****6156	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Pay Type	Payment Type	Account	Account Number	Distribution	
Expense Payment Election Rule	Check			Balance Yes	<input type="button" value="Edit"/>
Payroll Payment Election Rule	Direct Deposit - Payroll	Savings	*****6156	Amount 500.00	<input type="button" value="Edit"/>
	Direct Deposit - Payroll	Suntrust *****6941	*****6941	Balance Yes	

- On the **Add Account** screen, follow the instructions at the top of the page; scroll down, entering the necessary fields to add your **Account**.

Add Account

Add account information for use when electing direct deposit for payments. Assign the account a nickname for easy id checks. Please contact your bank for further information on direct deposit.

Account Holder Name

Account Country

Sample Check

Your account and bank routing number can be found on a check using the sample below or in the Account Management area of your mobile banking application.

Jonathan Doe
4321 Main St
Anytown, CA 94200

DATE: _____

AMOUNT: _____ Dollars

YOUR BANK NAME: _____
2013 1st St
Anytown, CA 94200

DO NOT INCLUDE Check #

⑆ 23456789 ⑆ 000 ⑆ 23456789 0 ⑆ 00 ⑆ ⑆

9 Digit Routing # Account #

Account Information

Account Nickname (optional)

Routing Transit Number

- When required **Account Information** has been added, click **OK**.

Account Information

Account Nickname (optional)

Routing Transit Number *

Bank Name *

Bank Identification Code

Account Type * Checking Savings

Account Number *

6. The new account appears; you may **Edit** or **Remove** as desired.

Accounts 3 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
Suntrust *****6941	United States of America	Suntrust	Checking	*****6941	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
Savings	United States of America	Suntrust	Savings	*****6156	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
Savings	United States of America	Suntrust	Savings	*****4567	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

7. To change **Payment Elections** from a check to direct deposit, both **Pay Types** must be changed to **Direct Deposit**; select **Edit** for both the **Expense and Payroll Payment Election Rules**, change the **Payment Types**, and indicate the correct **Bank Account(s)**.

Payment Elections 3 items

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Expense Payment Election Rule	Check			Balance Yes	<input type="button" value="Edit"/>
Payroll Payment Election Rule	Direct Deposit - Payroll	Savings	*****6156	Amount 500.00	<input type="button" value="Edit"/>
	Direct Deposit - Payroll	Suntrust *****6941	*****6941	Balance Yes	

- To split the **Payment Election** among multiple accounts, click the + sign to add a row for the additional account. Edit the **Amount** or **Percent** for the **Payment Election** selected; when finished, click **OK**.

***NOTE: Balance row must always appear as the last Payment Election listed. Use the up/down arrows in the Order column to reorder your Payment Elections.**

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
+	United States of America	USD	Direct Deposit - Payroll	Savings	<input type="radio"/> Balance <input checked="" type="radio"/> Amount <input type="text" value="450.00"/> <input type="radio"/> Percent <input type="text" value="0"/>
+	United States of America	USD	Direct Deposit - Payroll	Suntrust *****6941	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/>

- Any changes made will display immediately.

Pay Type	Payment Type	Account	Account Number	Distribution	
Expense Payment Election Rule	Check			Balance Yes	Edit
Payroll Payment Election Rule	Direct Deposit - Payroll	Savings	*****6156	Amount 450.00	Edit
	Direct Deposit - Payroll	Suntrust *****6941	*****6941	Balance Yes	

- Check your **Inbox Archive** tab for a report of your activity.

Inbox

Actions (1) Archive

Sort By: Newest ▼ ▼

From Last 30 Days

Payment Election: Jerry Seinfeld on 04/20/2020
1 minute(s) ago - Successfully Completed

View Event

Payment Election: Jerry Seinfeld on 04/20/2020 Actions

1 minute(s) ago - Successfully Completed

For [Jerry Seinfeld](#)

Overall Process [Payment Election: Jerry Seinfeld on 04/20/2020](#)