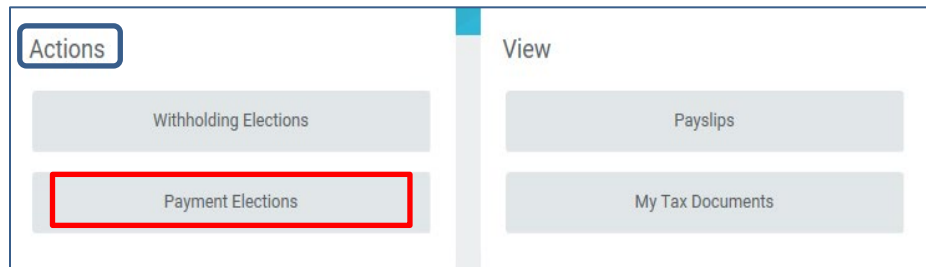
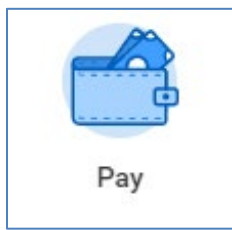




Manage Payment Elections

Quick Reference Guide

Open [Workday](#). In *Your Top Apps*, select **View All Apps** > **Pay**. Select **Payment Elections** under *Actions*.



The Payment Elections screen displays current direct deposit accounts and payment elections.

Make Payment Elections for Each Pay Type

1. In the Payment Elections grid, click the Edit button to set up your election for each Pay Type: **Semi-Month Payroll Payment** and **Bonus Payment Election**.
2. Enter Preferred Payment Method for both Bonus Payment Election and Semi-Monthly Payroll Payment Election.
3. Add any other required information, e.g., Account Type, Bank Name, Routing Transit Number, and Account Number.
4. Click **OK**.

Pay Types

When you select Payment Elections, you will see two lines under Pay Type: **Semi-monthly Payroll Payment Election** and **Bonus Payment Election**. The Bonus Payment Election refers to payments other than your regular salary which may have a different tax withholding. Workday gives you the option to direct your semi-monthly payroll earnings and supplemental wages (i.e. bonuses) to different accounts

Add an Additional Direct Deposit Account

1. Under the Accounts grid, click **Add**.
2. Enter the required account information.
3. Click **OK**.

Account Information

Account Nickname (optional)

Routing Transit Number *

Bank Name *

Bank Identification Code

Account Type Checking Savings *

Account Number *

OK Cancel

Split Payments into One or More Accounts

1. Click **Edit** next to the Pay Type you wish to split.

Semi-Monthly Payroll Payment Election	Direct Deposit	*****1436	Amount 165.00	Edit
	Direct Deposit	*****6760	Balance Yes	

2. Under **Payment Elections** click the plus sign.

Payment Elections 2 items

	Order	*Country
+ -		United States of America
+ -		United States of America

*Balance / Amount / Percent

<input type="radio"/> Balance	
<input checked="" type="radio"/> Amount	165.00
<input type="radio"/> Balance	
<input type="radio"/> Amount	0.00

3. Fill in Country, Payment Type, Account and Balance/Amount/Percent.

Payment Elections 3 items

	Order	*Country
+ -		X United States of A
+ -		United States of
+ -		United States of Am

Payment Type	Account	*Balance / Amount / Percent
X Direct Deposit	X Test Test	<input type="radio"/> Balance <input checked="" type="radio"/> Amount <input type="text" value="250.00"/>
Direct Deposit		<input type="radio"/> Balance <input checked="" type="radio"/> Amount 165.00
Direct Deposit		<input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00

4. Click **OK**.