WORKDAY SERVICES

Edit Payment Elections

This job aid outlines the process for an Employee to edit their own payment elections outside of the onboarding process.

Important Information

Payment Elections are separated into Payroll and Expense. Payroll represents the Employee's paycheck. Expense represents reimbursement payments made to the Employee.

Getting Started

1. From the Workday Home page, select the **Pay** application.
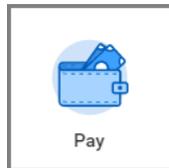
2. Select **Payment Elections**.

3. In the **Payment Elections** section, select the **Edit** button for either Payroll or Expense, depending on the change(s) you want to make.

4. Select the **Payment type** (Direct Deposit or Check) and enter the **Account** number.

5. Select a radio button under **Balance / Amount / Percent**.

   - Only *one* account can have a **Balance** distribution. This means whatever amount or percent of funds not already assigned to other accounts will be deposited into the this account.

   - Select **Amount** to assign a flat monetary value to that account (e.g., $500).

   - Select **Percent** to specify a percentage for that account (e.g., 50%).

6. Select **OK**.

   Note: If you need to use multiple bank accounts, be sure all accounts are listed in the Accounts section of the page. To add a new account, select the **Add** button. You may add up to five accounts for the Payroll type, but only one account for Expenses.

This completes the **Edit Payment Elections** process.