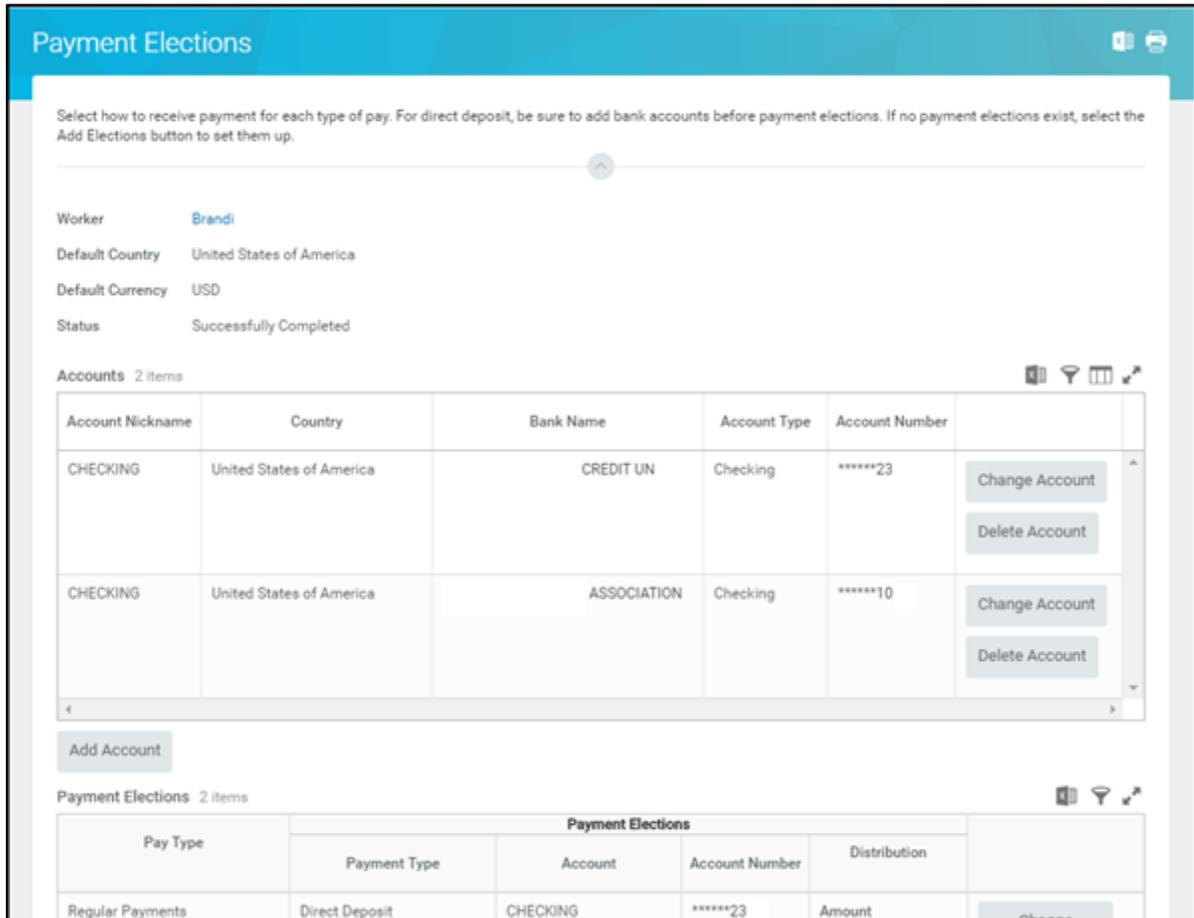


01_Add Payment Elections for Expenses

- Purpose:** The purpose of this task is to add, change or view payment elections including bank accounts and payment distribution settings for different pay types. These tasks assist in maintaining bank accounts for direct deposit from expense reimbursements.
- How to Access:** Open the **Expenses Worklet**, click on the **Payment Elections** button.
- Audience:** All employees
- Helpful Hints:**
- An account set up is required prior to adding a payment election. To add an account, access the [Manage Payroll Options](#) Job Aid, **Payment Elections** section and follow the instructions.
 - Workday displays fields in this task that CMSD is not using, only the fields listed in this document require you to complete, review, and/or update.
- Procedure:** Complete the following steps to view, add, or change a **Payment Election** for expenses.

Payment Elections



Note: You may need to scroll to the bottom of the screen to access the Payment Elections for Expenses.

- As required, complete one or more of the following to add or change an Expense Payment Election:

If you want to...	Then...	Go To
Add election,	Click  .	Step 2
Change election,	Click  on the Expense Payments Line. Note: This option is only available after adding a payment election.	Step 5
Exit the Payment Election task,	Click  to go to your Workday Home screen.	—

Payment Election - Add

Payment Election

Please use voided personal check information only when entering your bank account information. Direct deposit slips do not reflect the correct information and should not be used. Entering incorrect bank account information will result in non-payment of your pay check. The District will not re-issue payment to you until all funds are returned to CMSD. Payment will be issued with the next regularly scheduled payroll run.
If you do not enter any bank account information into Workday, you will automatically be issued a Pay Card.

Pay Type: Expense Payments
 Worker: _____
 Default Country: United States of America
 Default Currency: USD
 Number of Elections Allowed: 1

Payment Elections: 1 Item

+	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
+		X United States of America	X USD	X Direct Deposit	X SAVING	Balance

OK
Cancel

2. Click the  button to add a payment election for expenses.
3. As required, complete and/or update the following fields:

Field Name	Required / Optional	Description
Order	<u>Do Not Use</u>	Sets the order for one or more account elections. Note: Do not use this field. Only one expense payment election can be set.
Country	Required	Identifies the Country location. Note: This is always United States of America
Payment Type	Required	Identifies the process for receiving payment. Note: Direct Deposit is the only option for payment elections.
Account	Required	Identifies the account for expense reimbursement direct deposit. Note: If no account is available, choose add account in Payment Election task.
Balance / Amount / Percent	Required	Identifies the total balance of payment.

4. Click **OK**, to save the new Payment Election, and return to [Step 1](#) to make your next decision. Workday displays the message, “Your changes have been saved.”
Note: If you need to stop the addition of a new Payment Election, click **Cancel**, and complete the required steps.

Payment Election - Change

Payment Election

Please use voided personal check information only when entering your bank account information. Direct deposit slips do not reflect the correct information and should not be used. Entering incorrect bank account information will result in non-payment of your pay check. The District will not re-issue payment to you until all funds are returned to CMSD. Payment will be issued with the next regularly scheduled payroll run. If you do not enter any bank account information into Workday, you will automatically be issued a Pay Card.

Pay Type Expense Payments

Worker

Default Country United States of America

Default Currency USD

Number of Elections Allowed 1

Payment Elections 1 item 🔊 🗑️ 🔄

+	Order	*Country	*Currency	*Payment Type	Account	*Balance / Am
+	▼	United States of America	USD	Direct Deposit	CHECKING	Balance

OK
Cancel

5. As required, review and/or update the following fields:

Field Name	Required / Optional	Description
Country	Required	Identifies the Country location. Note: This is always United States of America
Payment Type	Required	Identifies the process for receiving payment. Note: Direct Deposit is the only option for payment elections.
Account	Required	Identifies the account for expense reimbursement direct deposit. Note: If no account is available, choose add account in Payment Election task.
Balance / Amount / Percent	Required	Identifies the total balance of payment.

6. Click **OK**, to save the changes. Workday displays a message, “Your changes have been saved.”

Note: If you need to stop the change to a Payment Election, click **Cancel**, and complete the required steps.

7. Click  to return to your Workday *Home* screen.

Result:

You have successfully added or changed a Payment Election for Expense.