

# 01\_Add Payment Elections for Expenses

- Purpose:The purpose of this task is to add, change or view payment elections including<br/>bank accounts and payment distribution settings for different pay types. These<br/>tasks assist in maintaining bank accounts for direct deposit from expense<br/>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 <u>Manage Payroll Options</u> 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**

Worker	Brandi						
Default Country	United States	of America					
Default Currency	USD						
Status	Successfully C	Completed					
Accounts 2 liams						ல் உ	
Account Nickname		Country	Bank Name	Account Type	Account Number		1 1
CHECKING	United Stat	es of America	CREDIT UN	Checking	*****23		
0112010110	United Glates of Principal		012011-011	sites ing		Change Account	
						Delete Account	
CHECKING	United Stat	es of America	ASSOCIATION	Checking	*****10	Change Account	
						Delete Account	
(							Þ

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

1. 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,	Add E	Elections		<u>Step 2</u>
Change election,	Click Change Election Expense Payments Line. <u>Note:</u> This option is only available after adding a			<u>Step 5</u>
Exit the Payment Election task,	Click workday. to go to your Workday <i>Home</i> screen.			_



#### Payment Election - Add

ayment 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 accou scheduled p If you do no	nt inforr ayroll ru t enter a	nation will result in non-payment of Jn. Iny bank account information into W	your pay check. The District will not orkday, you will automatically be iss	re-is	ssue payment to you until all funds a a Pay Card.	re returned to CMSD. Payment will be	issued with the next regularly	
Pay Type		Expense Payments						
Worker       Default Country     United States of America       Default Currency     USD       Number of Elections Allowed     1								
Payment Ele	ctions 1	item					×۲ 💷 ۲	
(+)	Order	*Country	*Currency		*Payment Type	Account	*Balance / Amount / Percent	
Image: Second states of America     Imag								
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		
	<u>Do Not Use</u>	Sets the order for one or more account		
Order		elections.		
order		Note: Do not use this field. Only one expense		
		payment election can be set.		
Country	Poquirod	Identifies the Country location.		
Country	Required	<b><u>Note</u>:</b> This is always United States of America		
		Identifies the process for receiving payment.		
Payment Type	Required	<b><u>Note</u>:</b> Direct Deposit is the only option for		
		payment elections.		
		Identifies the account for expense		
Account	Required	reimbursement direct deposit.		
Account		Note: If no account is available, choose add		
		account in Payment Election task.		
Balance / Amount /	Poquirod	Identifies the total balance of naument		
Percent	Required	identifies the total balance of payment.		

 Click OK, to save the new Payment Election, and return to <u>Step 1</u> to make your next decision. Workday displays the message, "Your changes have been saved." <u>Note:</u> If you need to stop the addition of a new Payment Election, click Cancel, and complete the required steps.



## Payment Election - Change

Please use Entering ind issued with if you do no	voided correct the ne:	ion personal check information only w bank account information will resul art regularly scheduled payroll run. any bank account information into	ren entering your bank account informa t in non-payment of your pay check. Th Workday, you will automatically be issur	tion. Direct deposit slips do not reflec e District will not re-issue payment to vd a Pay Card.	t the correct information and sh you until all funds are returned to	ould not be used. o CMSD. Payment will be
				^		
Pay Type		Expense Payments				
Norker						
Default Country United State		United States of America				
lefault Currency USD		USD				
Number of El	ections /	Allowed 1 1 item				ج 🎞 د
(+)	Order	*Country	*Currency	*Payment Type	Account	*Balance / Am
•	₹ ₹	United States of America	USD	Direct Deposit	CHECKING	O Balance
4						•

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. <u>Note:</u> Direct Deposit is the only option for payment elections.
Account	Required	Identifies the account for expense reimbursement direct deposit. <u>Note:</u> 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."

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

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

## Result:

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