Within Workday you can easily:
- Specify the payment method for both Payroll and Expense reimbursements, such as check or direct deposit.
- Manage your direct deposit account information
- Tell Workday to distribute payroll payments between different bank accounts

In Workday:
1. Click on the icon with your picture (or the cloud icon if your picture hasn’t been uploaded)
2. Click on View Profile

On your profile page:
3. Click on the Actions button on the left side of the screen
4. Hover over Personal Data; click on Maintain Payment Elections

Your Payment Elections page will show you:
- Current approved direct deposit account(s)
- Payment election rules for expenses
- Payment election rules for payroll

Adding Accounts

After clicking on Add Account:
1. Enter the required fields
2. Click OK
Workday Expenses

You can verify that the account has been added by going back to the Payment Election page.

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Country</th>
<th>Bank Name</th>
<th>Account Type</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP Morgan Chase</td>
<td>United States</td>
<td>IP Morgan Chase</td>
<td>Checking</td>
<td>*******561</td>
</tr>
<tr>
<td>Savings Account</td>
<td>United States</td>
<td>IP Morgan Chase</td>
<td>Savings</td>
<td>*******661</td>
</tr>
</tbody>
</table>

Making the election for Expenses:

1. Click on **Add Elections** to the right of the Expense Payment Election.
2. Select the correct account and amount/percentage.
3. Click on the ‘+’ to add another election row, if needed. If the payments are being split into multiple accounts, please confirm that the election totals to 100%.
4. When the appropriate changes have been made, click OK.

Payment Elections

**NOTE:** Account information must be verified by the Payroll Department before the election can take effect.

Changing a Payment Election:

Once an election is created, it can be changed if needed.

1. Click on Change Election
2. Select the new account; confirm that the Balance bubble is selected.
3. Click OK