

# Workday Expenses

**Reference Guide**

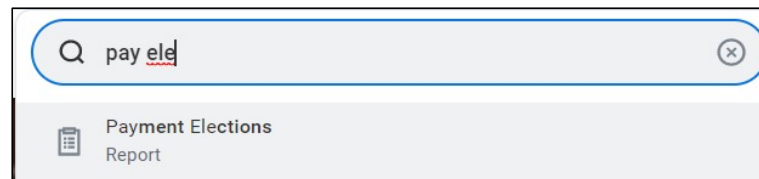
PAYMENT ELECTION



UNIVERSITY *of* ROCHESTER

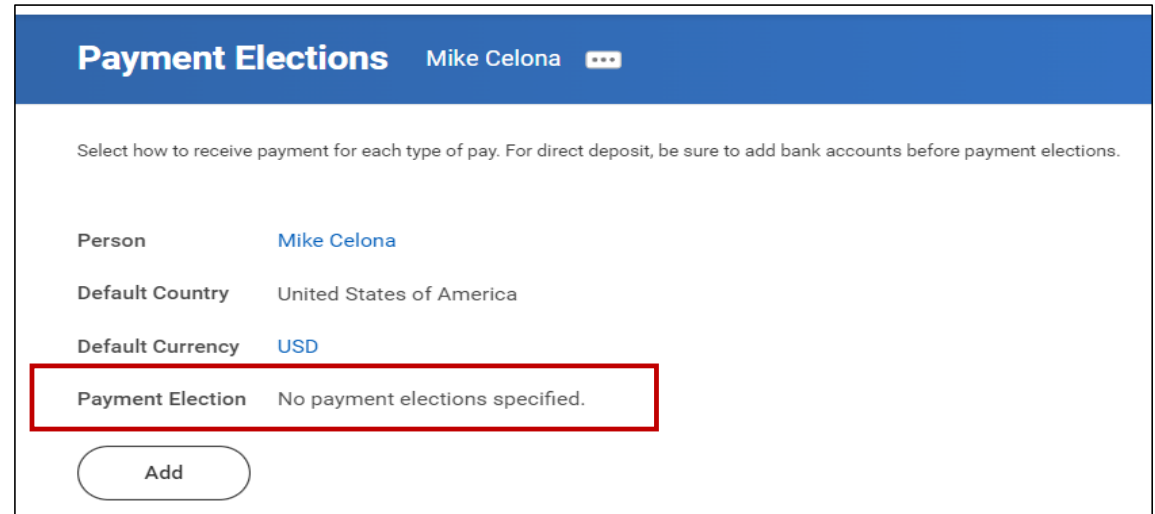
## To setup your Direct Deposit Payment Election to receive your reimbursements via Direct Deposit:

- Navigate to **Payment Elections** by typing in your Workday search bar:



A screenshot of a search bar in a Workday interface. The search bar contains the text "pay ele" and a magnifying glass icon on the left and a close icon on the right. Below the search bar, a dropdown menu is visible, showing a calendar icon and the text "Payment Elections Report".

- Click on the Report and it will automatically run for you.
- Read the Instructional/Help Text at the top.
- You should see that you do not have any payment elections specified:



A screenshot of the "Payment Elections" page in a Workday interface. The page title is "Payment Elections" and the user name is "Mike Celona". Below the title, there is a message: "Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections." Below this message, there is a table with the following rows:

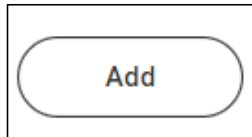
Person	Mike Celona
Default Country	United States of America
Default Currency	USD
Payment Election	No payment elections specified.

Below the table, there is an "Add" button.

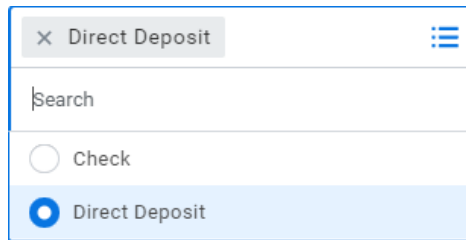


You have never submitted a Workday **Expense Report** but plan on it. You must complete your Expenses **Payment Election**, or you will not be able to submit a Workday **Expense Report**.

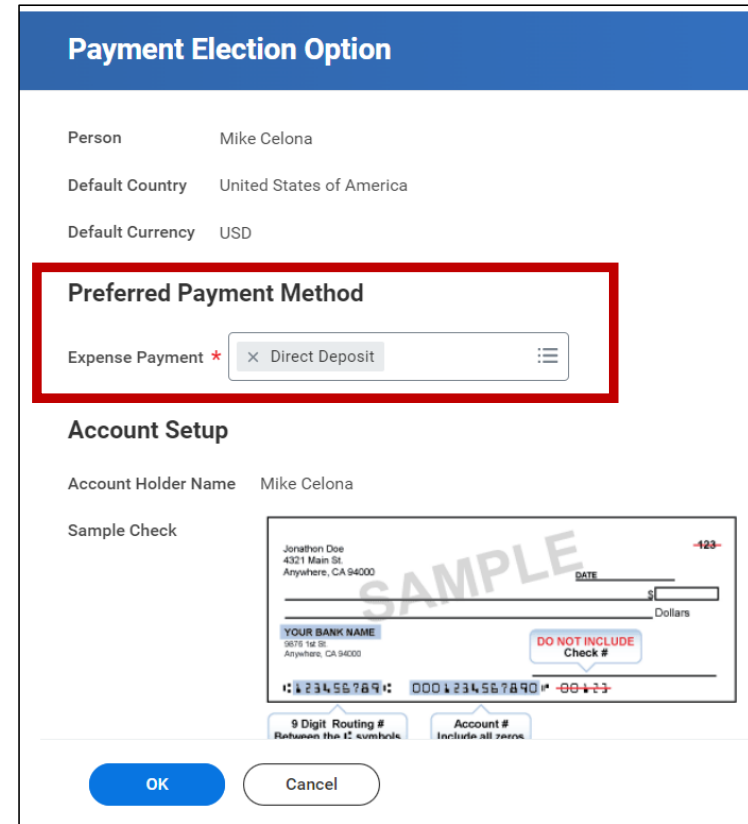
- Upon seeing that you have no **Payment Elections** designated you should click **Add**:



- For **Preferred Payment Method > Expense Payment**, select **Direct Deposit**.



*Direct Deposit is strongly preferred/recommended so that you can receive your reimbursement the quickest method possible. If you prefer a check, select **Check** then OK at the bottom.*

A screenshot of a "Payment Election Option" form. The form has a blue header with the title "Payment Election Option". Below the header, there are fields for "Person" (Mike Celona), "Default Country" (United States of America), and "Default Currency" (USD). A red box highlights the "Preferred Payment Method" section, which shows "Expense Payment" with a dropdown menu set to "Direct Deposit". Below this is the "Account Setup" section, which includes "Account Holder Name" (Mike Celona) and a "Sample Check" image. The sample check is from Jonathon Doe, 4321 Main St, Anywhere, CA 94000. It shows a routing number of 23456789 and an account number of 0001234567890. There are "OK" and "Cancel" buttons at the bottom of the form.

- Scroll down, you are then prompted to fill in your bank **Account Information**:

See the “Sample Check” to locate your Bank Name, Routing #, and Account #

**Account Nickname:** (Optional) Suggested entry: Main Checking or however you refer to the bank account you will be entering

**Routing Transit Number:** Enter the 9-digit routing number located on your check

**Bank Name:** Enter your Bank Name, ex: HSBC

**Account Type:** Select the type of account, Checking or Savings

**Account Number:** Enter your Account number located on your check, include all zeros

**Name on Account:** Enter your name as it exists on your bank account

Click on **OK** when complete.

### Account Setup

Account Holder Name Mike Celona

Sample Check

Jonathan Doe  
4321 Main St.  
Anywhere, CA 94000

DATE \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

**YOUR BANK NAME**  
9678 1st St.  
Anywhere, CA 94000

**DO NOT INCLUDE Check #**

⑆ 123456789 ⑆ 0001234567890 ⑆ -88123

9 Digit Routing # Between the ⑆ symbols      Account # Include all zeros

### Account Information

Account Nickname (optional)

Routing Transit Number \*

Bank Name \*

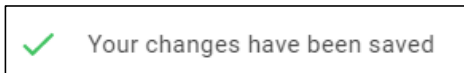
Account Type \*  Checking  Savings

Account Number \*

Name On Account \*



A confirmation will briefly display for a few seconds at the top of your screen:



Your screen will update to reflect your Bank Account and all Payment Elections. Note that now your Payment Elections screen provides the ability for you to initiate changes as well.

**Payment Elections** Martina Corbelli

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person: Martina Corbelli  
Default Country: United States of America  
Default Currency: USD  
Status: Successfully Completed  
Last Updated: 05/04/2022 09:51 AM

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Main Checking	United States of America	HSBC	Checking	*****5678	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">View</a>


[Add](#)

Payment Elections 1 item

Pay Type	Payment Type	Account	Account Number	Distribution	
Expense Payment	Direct Deposit	Main Checking	*****5678	Balance Yes	<a href="#">Edit</a>



## Your Bank Account information: you can edit, remove, or view the details

**Payment Elections** Mike Celona 

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

**Person** Mike Celona

**Default Country** United States of America

**Default Currency** USD

**Status** Successfully Completed

**Last Updated** 07/07/2022 10:00 PM

Turn off the new tables view

**Accounts** 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
HSBC *****5678	United States of America	HSBC	Checking	*****5678	<p>Edit</p> <p>Remove</p> <p>View</p>



Your Payment Elections information: shows you setup a Direct Deposit bank account for your Expense Payments (reimbursements)

Payment Elections 1 item

Payment Elections					
Pay Type	Payment Type	Account	Account Number	Distribution	
Expense Payment	Direct Deposit	HSBC *****5678	*****5678	Balance Yes	<a href="#">Edit</a>

