Workday Expenses

Reference Guide

PAYMENT ELECTION
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:

  ![Payment Elections](image)

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

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

✅ Your changes have been saved

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

<table>
<thead>
<tr>
<th>Account Nickname</th>
<th>Country</th>
<th>Bank Name</th>
<th>Account Type</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSBC ****5678</td>
<td>United States of America</td>
<td>HSBC</td>
<td>Checking</td>
<td>******5678</td>
</tr>
</tbody>
</table>
Your Payment Elections information: shows you setup a Direct Deposit bank account for your Expense Payments (reimbursements)

<table>
<thead>
<tr>
<th>Pay Type</th>
<th>Payment Type</th>
<th>Account</th>
<th>Account Number</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Payment</td>
<td>Direct Deposit</td>
<td>HSBC ******5678</td>
<td>******5678</td>
<td>Balance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

[Edit button]