

ADD DIRECT DEPOSIT ACCOUNT INFORMATION

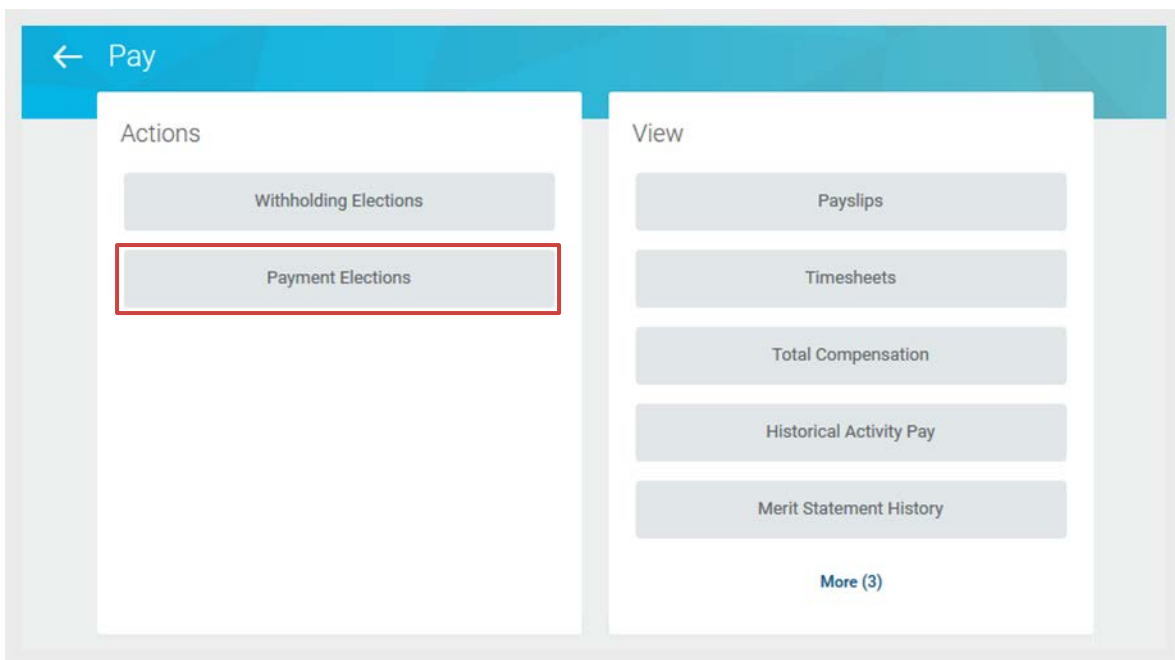


Setting up a Payment Election involves first setting up bank accounts for direct deposit and then distributing particular pay types to these accounts.

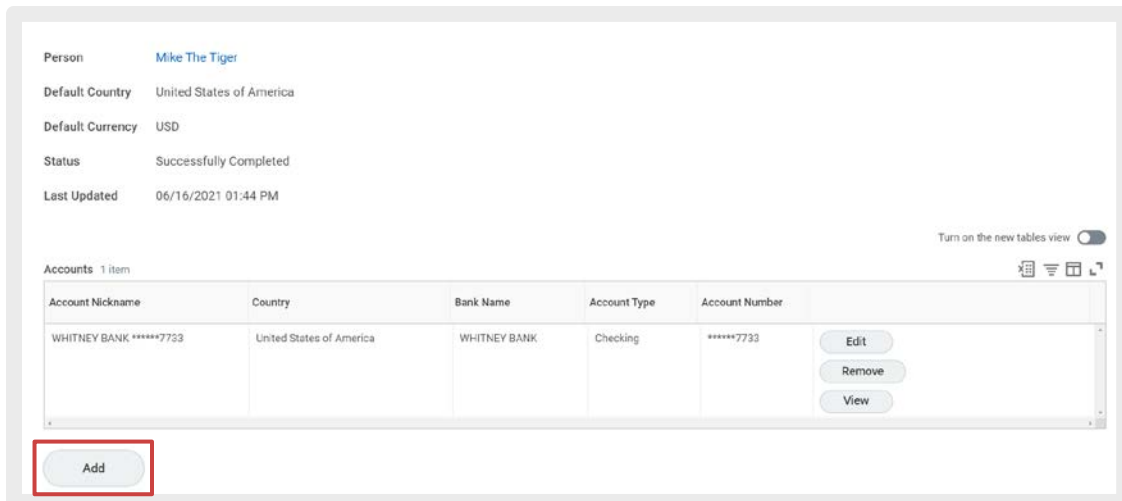
This job aid currently applies to the LSU A&M campus only because LSU A&M is the only campus that has implemented multi-factor authentication. All other campuses should submit the AS: 35 - Authorization Agreement for Direct Deposits paper form to LSU A&M Payroll or the employee campus HR office.

From the **Pay** worklet:

1. Click **Payment Elections** under Actions.



2. In the **Accounts** section, click the **Add** button to add an account.



3. Complete the **Account Information**.
 - a. Add a **Nickname** to help identify the account (optional).
 - b. Enter the **Routing Transit Number, Bank Name, and Account Number**.
 - c. Select the **Account Type** (Checking or Savings).
 - d. Optionally, you can enter a **Bank Identification Code**.
4. Click **OK** to save. Once the account has been added, the account can be used to make payment elections.

Account Information

Account Nickname (optional)

Routing Transit Number *

Bank Name *

Bank Identification Code

Account Type * Checking Savings

Account Number *



Keep in mind that employees may have their paycheck split between 4 accounts.

CHANGE DIRECT DEPOSIT ACCOUNT INFORMATION

From the **Pay** worklet:

1. Click **Payment Elections** under Actions.

← Pay

Actions

Withholding Elections

Payment Elections

View

Payslips

Timesheets

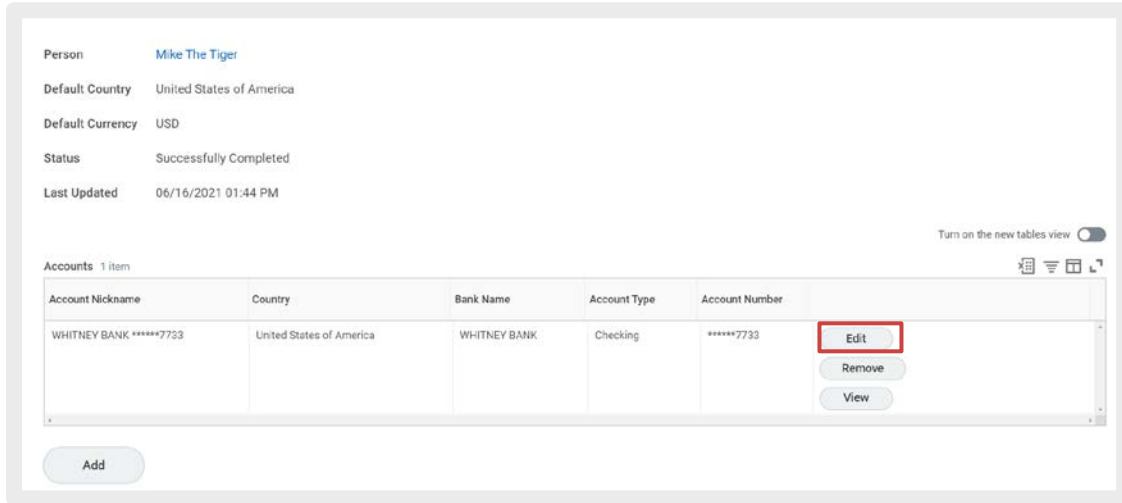
Total Compensation

Historical Activity Pay

Merit Statement History

More (3)

- In the **Accounts** section, click the appropriate **Edit** button to update the account information.



- Change the appropriate **Account Information**.
- Click **OK** to save. When changing account information, all payment elections that use the account are updated automatically. Note: When a new employee enters a bank account for the first time, Workday selects that account for payroll and expense payments by default.

Account Information

Account Nickname (optional)

Routing Transit Number *

Bank Name *

Bank Identification Code

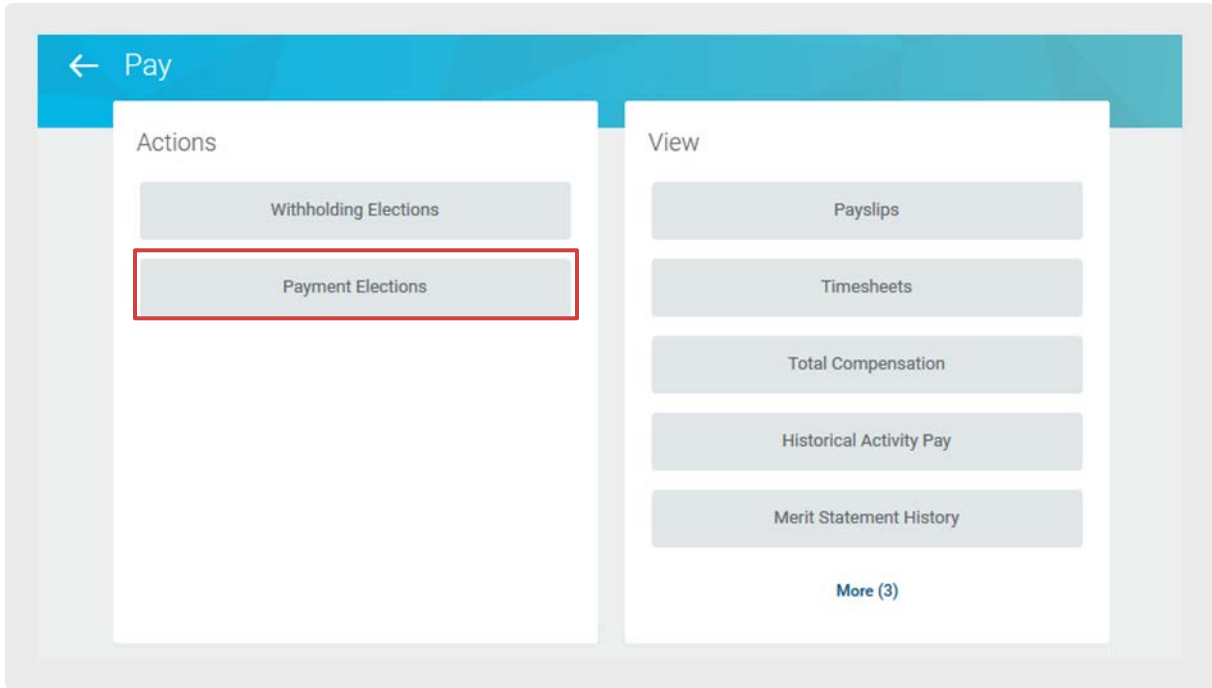
Account Type * Checking Savings

Account Number *

ADD PAYMENT ELECTION

From the **Pay** worklet:

1. Click **Payment Elections** under Actions.



2. In the **Payment Elections** section, click the **EDIT** icon next to Payroll Payment to add a new election/account or next to Expense Payment to change the election/account.
 - a. **Payroll Payment** – Your paycheck is deposited into the accounts designated as Payroll Payments. You are allowed up to four (4) different bank accounts to distribute your paycheck amongst.
 - b. **Expense Payment** – Any Expense Reimbursement payments you receive are deposited into the bank account designated for Expense Payments. In addition to the 4 Payroll accounts you are allowed, you may add one (1) entirely different bank account to deposit your Expense Payments.

Payment Elections 2 items Turn on the new tables view

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Payroll Payment	Direct Deposit	WHITNEY BANK *****7733	*****7733	Balance Yes	<input type="button" value="Edit"/>
Expense Payment	Direct Deposit	WHITNEY BANK *****7733	*****7733	Balance Yes	<input type="button" value="Edit"/>

3. Click the **PLUS** sign (+) to add the election.

Pay Type: Payroll Payment
 Person: Mike The Tiger
 Default Country: United States of America
 Default Currency: USD
 Number of Elections Allowed: 4

Payment Elections: 2 items

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
					<input type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0"/>

4. Enter the following required fields:

- a. In the **Country** box, click the prompt and select the **United States of America** (LSU deposits funds only into banks residing in the United States, and, therefore, **United States of America** is the only option available).
- b. The **Currency** will auto default to **USD**.
- c. Under **Payment Type**, click the prompt and select **Direct Deposit**.
- d. In the **Account** field, click the prompt and select the appropriate Bank Account.
- e. Choose the distribution method; **Amount** or **Balance**. Select **Amount** if you want to enter a specific dollar amount to be paid to the account. Select **Balance** if you want the remaining balance of your paycheck to be sent to this account.

Payment Elections: 2 items

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
+	United States of America	USD	Direct Deposit	My Savings	<input type="radio"/> Balance <input checked="" type="radio"/> Amount <input type="text" value="500.00"/>
+	United States of America	USD	Direct Deposit	My Checking	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/>

5. Click **OK** to save your changes.

You must have the Balance option selected for the last election. Use the arrows in the Order column to adjust the order.

6. You should now see the new distribution added to your Payment Elections.

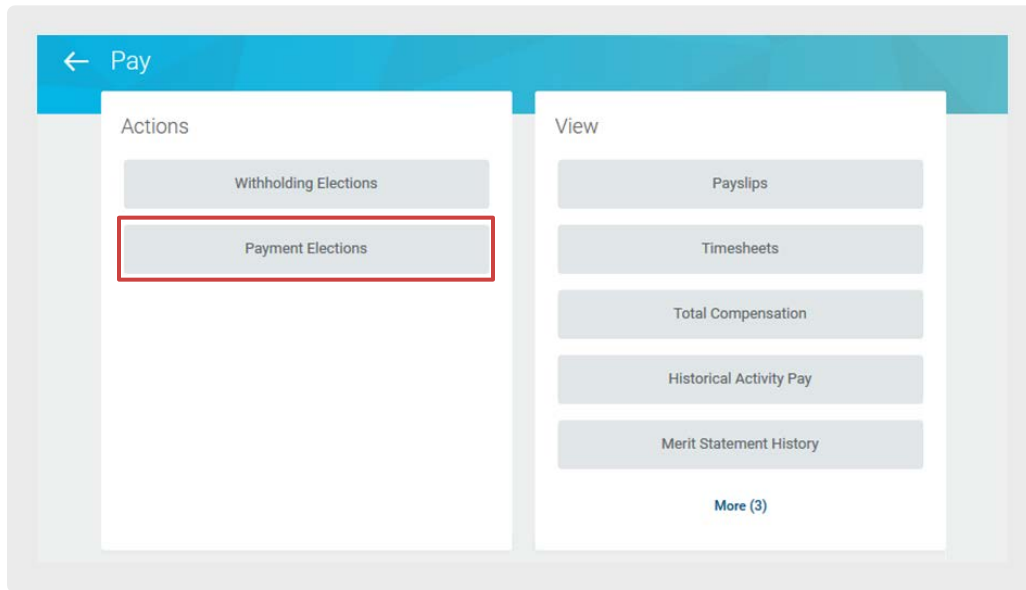
Payment Elections 3 items

Pay Type	Payment Elections				Edit
	Payment Type	Account	Account Number	Distribution	
Payroll Payment	Direct Deposit	My Savings	*****7733	Amount 500.00	Edit
	Direct Deposit	My Checking	*****7733	Balance Yes	
Expense Payment	Direct Deposit	My Checking	*****7733	Balance Yes	Edit

CHANGE PAYMENT ELECTION

From the **Pay** worklet:

1. Click **Payment Elections** under Actions.



2. In the **Payment Elections** section, click the **Edit** button.

Payment Elections 2 items

Turn on the new tables view

Pay Type	Payment Elections				Edit
	Payment Type	Account	Account Number	Distribution	
Payroll Payment	Direct Deposit	NEIGHBORS FCU *****0014	*****0014	Balance Yes	Edit
Expense Payment	Direct Deposit	NEIGHBORS FCU *****0014	*****0014	Balance Yes	Edit

- On the Payment Elections screen, make updates to the appropriate fields. These include **Account** and **Balance/Amount**.

Order	*Country	*Currency	*Payment Type	Account	* Balance / Amount / Percent
▼	United States of America	USD	Direct Deposit	My Savings	<input type="radio"/> Balance <input checked="" type="radio"/> Amount 500.00
▲	United States of America	USD	Direct Deposit	My Checking	<input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00

- If you wish to delete a Payment Election, click the **Minus** icon next to the Payment Election you wish to delete.

Order	*Country	*Currency	*Payment Type	Account	* Balance / Amount / Percent
▼	United States of America	USD	Direct Deposit	My Savings	<input type="radio"/> Balance <input checked="" type="radio"/> Amount 500.00
▲	United States of America	USD	Direct Deposit	My Checking	<input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00

- Click **OK** to save your changes.