

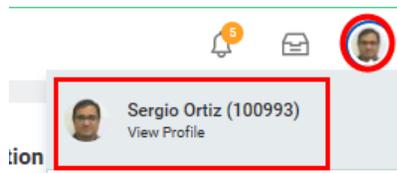
# Workday Expenses

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

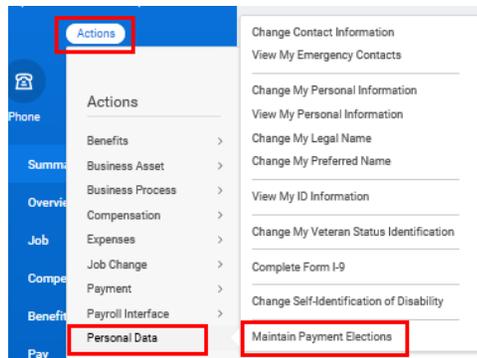
In Workday:

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



# 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**:

Accounts 1 item

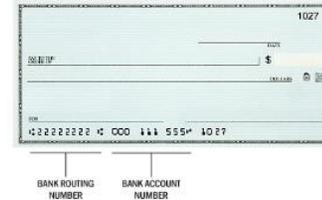
Account Nickname	Country	Bank Name	Account Type	Account Number	
JP Morgan Chase *****9661	United States of America	JP Morgan Chase	Checking	*****9661	<a href="#">Change Account</a> <a href="#">Delete Account</a>

[Add Account](#)

1. Enter the required fields
2. Click OK

Account Country United States of America

Sample Check



### Account Information

Account Nickname (optional) Savings Account

Account Type \*  Checking  Savings

Bank Name \* JP Morgan Chase

Routing Transit Number \* 123456789

Account Number \* 123456789

[OK](#) [Cancel](#)

# Workday Expenses

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

Accounts 2 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
IP Morgan Chase *****9661	United States of America	IP Morgan Chase	Checking	*****9661	<input type="button" value="Change Account"/> <input type="button" value="Delete Account"/>
Savings Account	United States of America	JP Morgan Chase	Savings	*****6789	<input type="button" value="Change Account"/> <input type="button" value="Delete Account"/>

## Making the election for Expenses:

1. Click on **Add Elections** to the right of the Expense Payment Election

Payment Elections Requiring Setup 1 item

Pay Type	Default Payment Type	Description	
Claremont Expense Payment Election Rule	Check	No elections found.	<input type="button" value="Add Elections"/>

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%.

Pay Type: Claremont Expense Payment Election Rule  
 Worker: Sergio Ortiz (100993)  
 Default Country: United States of America  
 Default Currency: USD  
 Number of Elections Allowed: 1

Payment Elections 1 item

Order	*Country	*Currency	*Payment Type	Account	Balance / Amount / Percent
1	United States of America	USD	Direct Deposit	IP Morgan Chase *****9661	<input type="radio"/> Balance

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

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Claremont Expense Payment Election Rule	Direct Deposit	IP Morgan Chase *****9661	*****9661	Balance Yes	<input type="button" value="Change Election"/>

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

Hello - TEST

Pay Type: Claremont Expense Payment Election Rule  
 Worker: Sergio Ortiz (100993)  
 Default Country: United States of America  
 Default Currency: USD  
 Number of Elections Allowed: 1

Payment Elections 1 item

Order	*Country	*Currency	*Payment Type	Account	Balance / Amount / Percent
1	United States of America	USD	Direct Deposit	Savings Account	<input checked="" type="radio"/> Balance