

Payment Elections

Expense payments will be paid through workday.

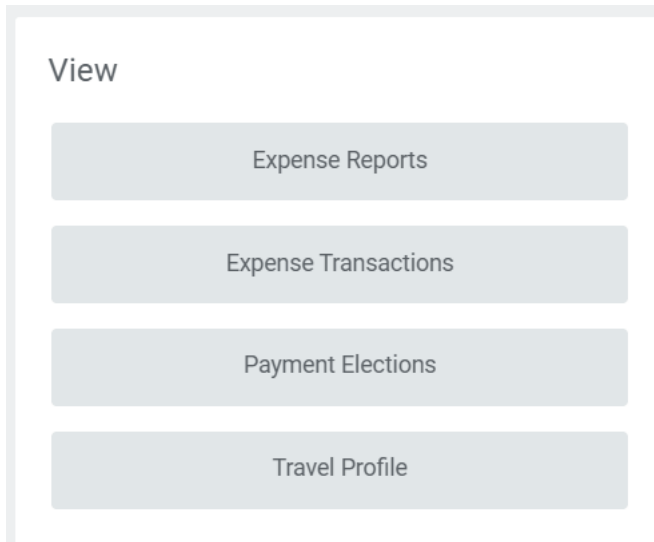
Employees will have the option of which bank account the expense payment will be deposited into. This selection will need to be made before your first expense report. Elections will be saved and used for each payment unless changed by the employee.

Payment Election

From the Expenses application:



1. Select Payment Elections.



2. Select **Add** under Payment Elections Requiring Setup – Expense Payments.

Payment Elections Requiring Setup 1 item

Pay Type	Default Payment Type	Description	
Expense Payments	Check	No elections found.	<button>Add</button>

3. Fill in the required fields under Payment Elections. Note: you will only be able to choose an account that you have already added to Workday.

Payment Elections 1 item

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

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4. Select **OK**.

Or -

From your Employee Profile:

1. Select **Pay** on the left side of your screen.
2. Select **Payment Elections**.
3. Select **Add** under Payment Elections Requiring Setup – Expense Payments.

Payment Elections Requiring Setup 1 item

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

4. Fill in the required fields under Payment Elections. Note: you will only be able to choose an account that you have already added to Workday.

Payment Elections 1 item

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

5. Select **OK**.