

How to Set Up a Payment Election for an Expense Report when Banking has been Established by either Direct Deposit or Check

1. Log in to Workday using your **ID** and **Password**.
2. In the search bar, type in **Add Payment Election** ❶, then click on the **Add Payment Election** title ❷, as shown in **Figure 1** below. An **Add Payment Elections** window will appear as seen in **Figure 2** below. Click **OK** ❸.

The **Payment Election** home screen will open as seen in **Figure 3** on **Page 2**.

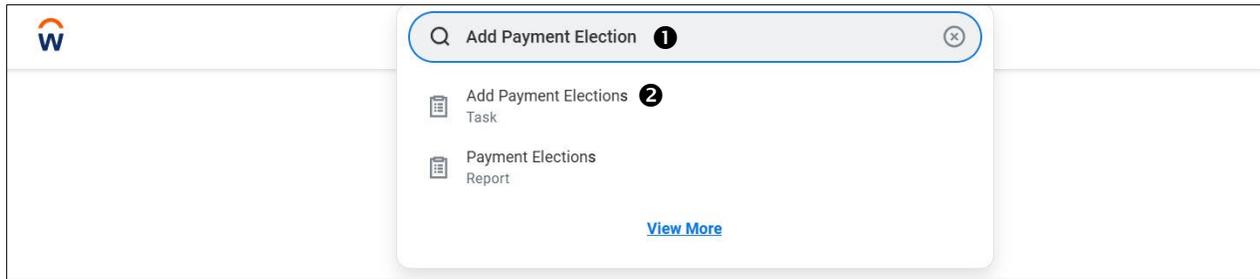


Figure 1

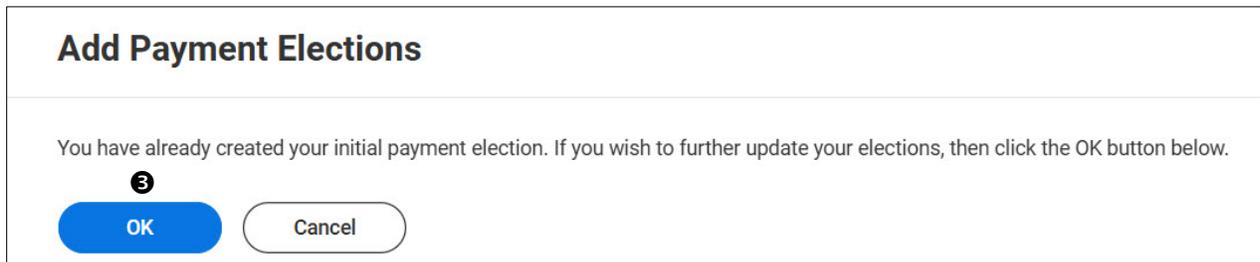


Figure 2

- On the **Payment Elections** home screen, In the **Payment Elections Requiring Setup** ❶, click on the **Add** ❷ button in **Figure 3** below.

This will open a **Payment Elections** window as seen in **Figure 4** on **Page 3**.

Payment Elections

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections. If no payment elections exist, select the Add button under Payment Elections Requiring Setup.

Person Joe DiMaggio
Default Country United States of America
Default Currency USD
Status Successfully Completed
Last Updated 09/12/2025 12:02 PM

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	Action
JPMORGAN CHASE BANK *****840	United States of America	JPMORGAN CHASE BANK	Checking	*****840	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>

Payment Elections 1 item

Pay Type	Payment Type	Account	Account Number	Distribution	Action
USA Payroll Payment Central Office	Direct Deposit	JPMORGAN CHASE BANK *****840	*****840	Balance Yes	<input type="button" value="Edit"/>

❶ **Payment Elections Requiring Setup** 1 item

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

Figure 3

The following selections will need to be completed before clicking OK in **Figure 4** below.

The **Country ❶** will default to Unites State of America. In **Currency ❷**, from the drop-down menu, choose USA. In **Payment Type ❸**, your choices are **Check** or **Direct Deposit**.

Then click on **Balance ❹** radial button. Finally, click **OK ❺**. This will allow you to move forward and display your chosen elections seen in **Figure 5** below.

Payment Election

Designate how to receive payments. For direct deposit, you must first add a valid account on the previous page. Workday evaluates multiple payment elections in the order you specify. To submit a valid payment election, the last election specified must have a distribution type of balance to capture the remaining amount, or the percentages must add up to 100 percent.

Pay Type Expense Payments
 Person Joe DiMaggio
 Default Country United States of America
 Default Currency USD
 Number of Elections Allowed 1

Payment Elections 1 item

Order	*Country ❶	*Currency ❷	*Payment Type ❸	Account	*Balance / Amount / Percent
	United States of America				<input type="radio"/> Balance ❹

❺

OK Cancel

Figure 4

Payment Elections 2 items

Pay Type	Payment Type	Account	Account Number	Distribution	Action
Expense Payments	Direct Deposit	JPMORGAN CHASE BANK *****84C	*****84C	Balance Yes	Edit
USA Payroll Payment Central Office	Direct Deposit	JPMORGAN CHASE BANK *****840	*****840	Balance Yes	Edit

Figure 5