

How To Set Up A Payment Election For An Expense Report When Not Associated With a Grant

Direct Deposit Option

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. This will open a **Payment Election Option** window with **Direct Deposit** chosen as a default in **Expense Payments ❸** slot as seen in **Figure 2** below.

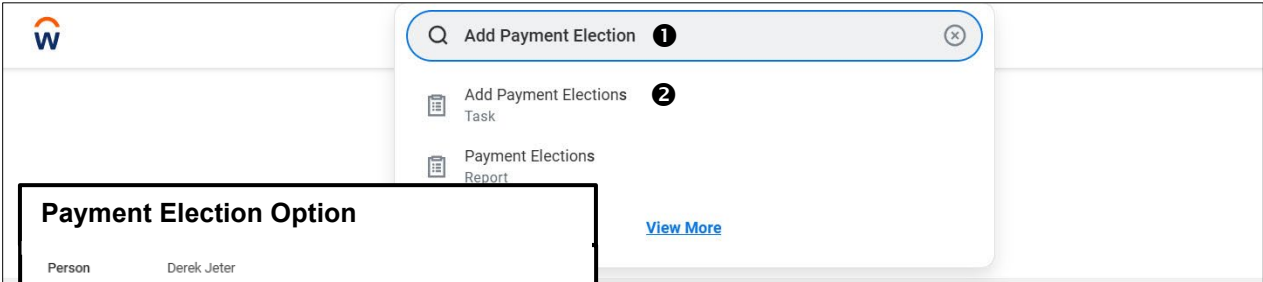


Figure 1

3. Next, fill in **Routing Transit Number**, **Account Number**, and **Bank Name ❹**.

4. Then, click **OK ❺**. This will then open the **Payment Election** home screen seen in **Figure 3 on Page 2**.

Figure 2 shows the 'Payment Election Option' window. The window is titled 'Payment Election Option' and contains the following sections:

- Person:** Derek Jeter
- Default Country:** United States of America
- Default Currency:** USD
- Preferred Payment Method:** Expense Payments ❸. A dropdown menu shows 'Direct Deposit' selected.
- Account Setup:**
 - Account Holder Name:** Derek Jeter
 - Sample Check:** A sample check from Jonathan Doe, 4321 Main St, Anywhere, CA 94000, dated 04/15/2020, for \$1,234.56. The check number is 1234567890. Below the check, there are fields for '9 Digit Routing # Between the 12 symbols' and 'Account # Include all zeros'.
- Account Information:**
 - Account Type:** * ☒ Checking, ☐ Savings
 - Routing Transit Number:** *
 - Account Number:** *
 - Bank Name:** *

At the bottom of the window, there is an 'OK' button with a circled ❺ next to it, and a 'Cancel' button. A bracket on the right side of the 'Account Information' section groups the 'Routing Transit Number', 'Account Number', and 'Bank Name' fields, with a circled ❹ next to it.

Figure 2

You have now completed the Direct Deposit procedure.

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

Raymond Lee

Default Country

United States of America

Default Currency

US Derek Jeter

Status

Successfully Completed

Last Updated

07/08/2026 09:53 AM

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	Action
Chase *****6789	United States of America	Chase	Checking	*****6789	Edit Remove View

Figure 3

Check Option

1. 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. This will open a **Payment Election Option** window will open as seen in **Figure 2** below.

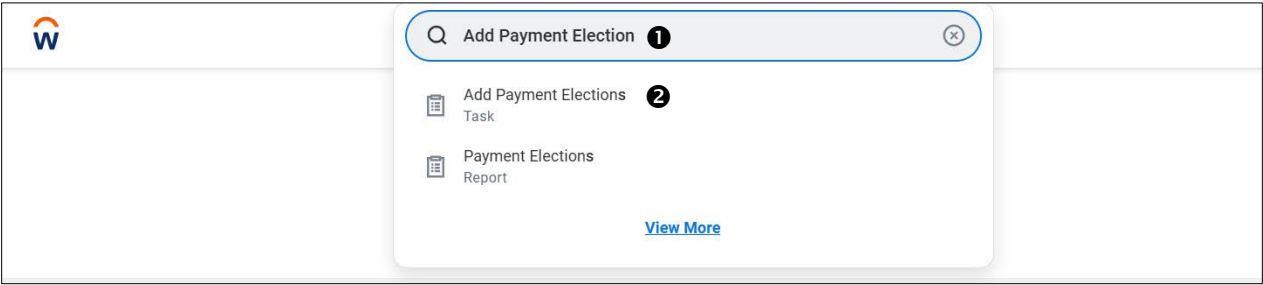


Figure 1

2. Next, in the **Expense Payments ❸**, click on the **menu bars ❹** and choose **Check ❺**. Then click **OK ❻**. You will then be on the **Payment Elections** page seen in **Figure 3 on Page 4**.

Payment Election Option

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections. You can add additional accounts later.

Person

Default Country United States of America

Default Currency USD

Preferred Payment Method

❸ Expense Payments *

Search

❹

☐ Check ❺

☐ Direct Deposit

Account Setup

Account Holder Name Raymond Lam

Sample Check

Jonathon Doe
4321 Main St
Anywhere, CA 94000

DATE _____

\$ _____ Dollars

YOUR BANK NAME
9876 1st St
Anywhere, CA 94000

DO NOT INCLUDE
Check #

⑆ 123456789 ⑆ 0001234567890 ⑆ 99 ⑆

9 Digit Routing #
Between the ⑆ symbols

Account #
Include all zeros

-423-

Account Information

Account Type ☒ Checking
☐ Savings
☐ None of the above

❻ OK

Cancel

Figure 2

By choosing the **Check Option**, you must input your home address.

3. In the **search bar** on the home screen, type **Change My Home Contact Information ❶**, as shown in **Figure 3 below**. Next, click **Change My Home Contact Information ❷** from the search results.

This will take you to the **Change My Home Contact Information** screen, shown in **Figure 4 on Page 5**.

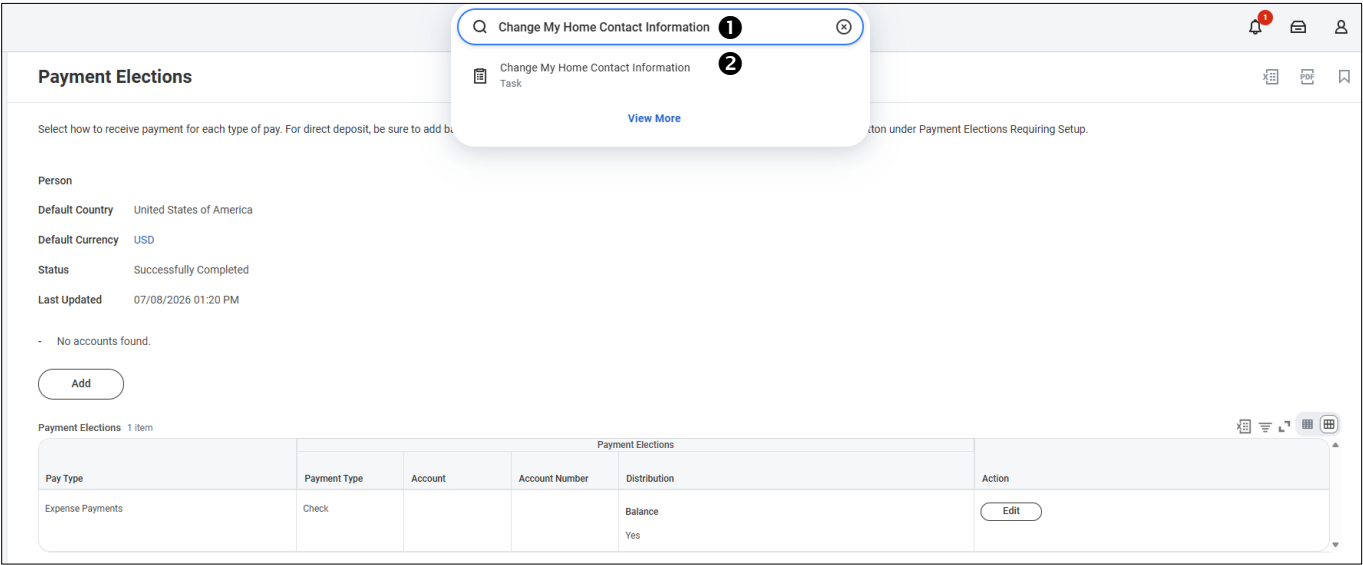


Figure 3

- On the **Change My Home Contact Information** home screen, click the **Add Address Button ❶** to open the **Address section** shown in **Figure 4 below**. Complete all address fields except usage, then click anywhere in the **Grey-Shaded Area** outside the address box to move to the **Email Section**.

Please Note: You must enter a valid address and email.

- Next, click on the **Add Email Button ❷** and enter a valid email address ❸ in the section shown in **Figure 6 below**. Click anywhere in the **Grey-Shaded Area** outside the email box to exit. Then click **Submit ❹**, a **You have submitted ❺** pop-up box shown in **Figure 7 below** will appear on the homepage. You have completed the task.

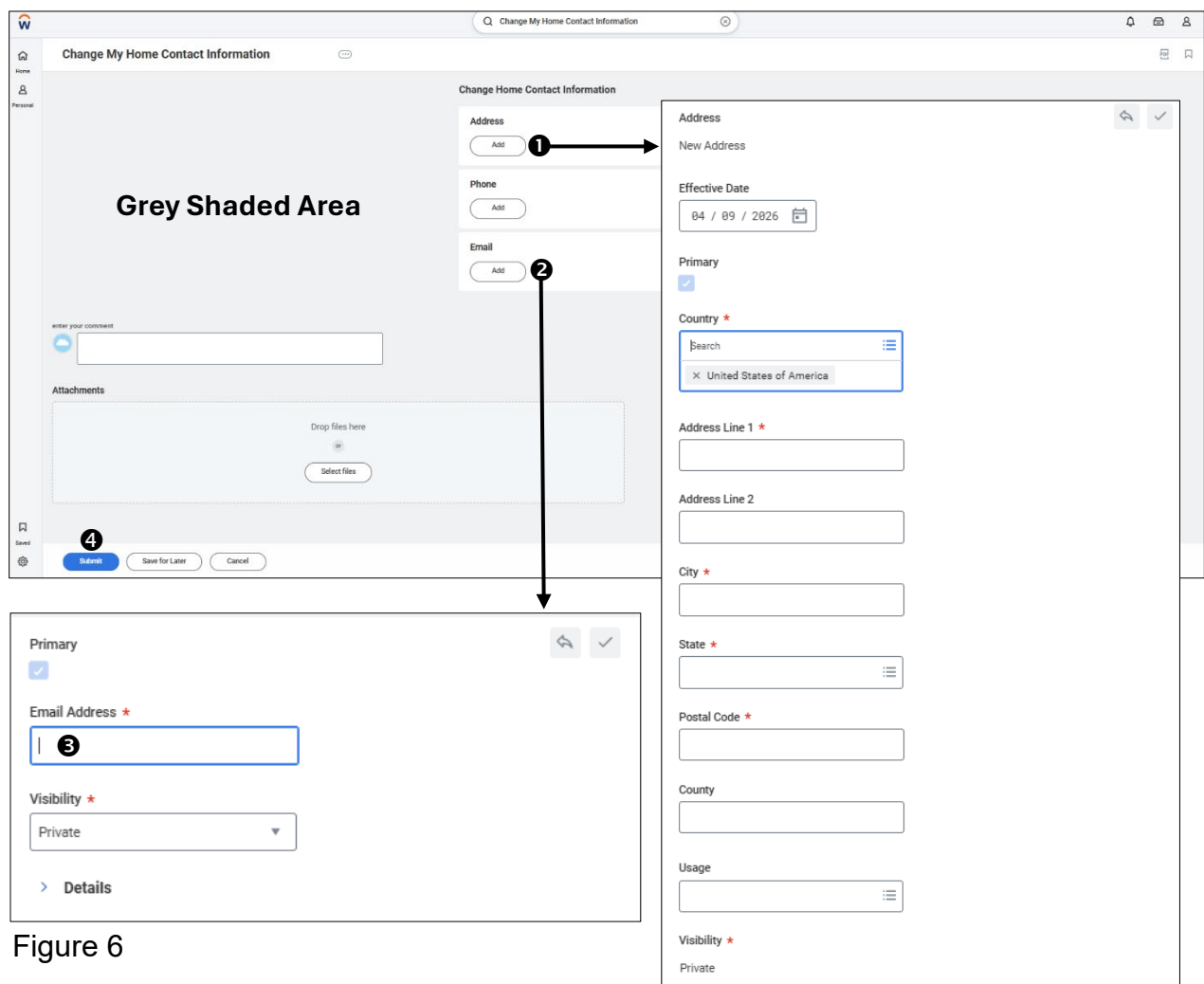


Figure 4

Figure 6

Figure 5

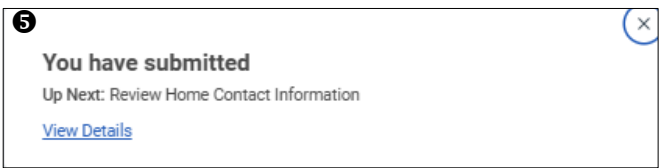


Figure 7