

Payment Elections

Overview

Effective March 9, 2024 with the 2024R1 Feature Release, the previous Pay app has been retired, and Payment Elections now reside within the Expenses Hub.

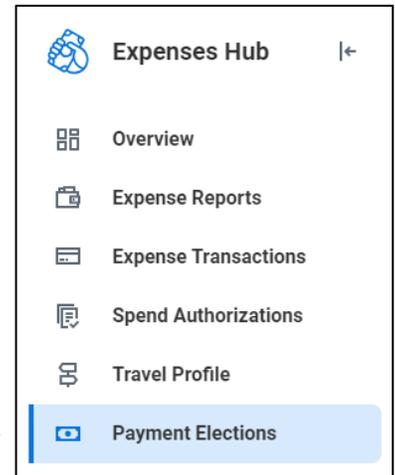
Employees can update their direct deposit information directly in Workday. New Hires receive an inbox task as part of Onboarding to add this information. Existing employees can make updates as needed. If an election is not made, the employee will receive a paper check.

Process

1. Within the **Menu**, select the **Expenses Hub** application



2. Select **Payment Elections** from within the left sidebar menu



3. The 'Accounts' section houses your banking information
 - a. Click the **Add** button to add a new bank account
 - b. Click the **Edit** button to edit the bank account information or **Remove** button to remove an account
 - c. Click the View button to view the bank account information
 - d. Click **OK**

4. The 'Payment Elections' section houses how you would like your payroll and expense payments (reimbursements) to be distributed
 - a. Click the **Add** button to add a new payment election
 - b. Click the **Edit** button to edit the account(s) and distribution amounts or percentages for Payroll and/or Expense Payments
 - c. Click **OK**

Payment Elections 2 items	
Pay Type	Payment Type
Regular Payroll	Direct Deposit
	Direct Deposit

Payment Elections Requiring Setup 1 item	
Pay Type	
Expense Payments	

5. When finished making updates, you will receive an email and a notification of the change



Payment Election: Pete Panther on 03/09/2024

1 hour(s) ago

Changes to your payment elections have been submitted. If you did not initiate these changes, please contact your System Administrator immediately.

[Details](#) [Payment Election: Pete Panther on 03/09/2024](#)