MANAGE YOUR PAYMENT ELECTIONS

1. From the Workday homepage, click on the Profile icon located on top right corner of the page.



2. Click on the **View Profile** button in the pop-up window.



3. Click on the Actions button in the blue Profile section.

Phone Email Team		Actions	
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Payment Elections: Set Up Direct Deposit AP (Reimbursements)

4. Hover over the **Personal Data** option and select the **Maintain My Payment Elections** action.



5. Scroll down the page to the **Expense Rule** table and click the **Add** button on the righthand side.

Payment Elections Requiring Setup 1 item				전 후 🗆 🖬 🖷	ω)
Pay Type	Default Payment Type	Description	Action		
Expense Rule	Check	No elections found.	Add		÷

Select the Currency Type (USD), Payment Type (Direct Deposit AP), Account (your saved bank account for Payroll should appear, if not – you need to enter the data manually) and select the Balance option. Then click the orange OK button.

(+)	Order	*Country	*Currency	"Payment Type	Account	*Balance / Amount / Percent
ΘΘ	.∀.∀	× United States of America ∷	× USD ==	X Direct Deposit AP	× Bank of America ******4410 :=	Balance

