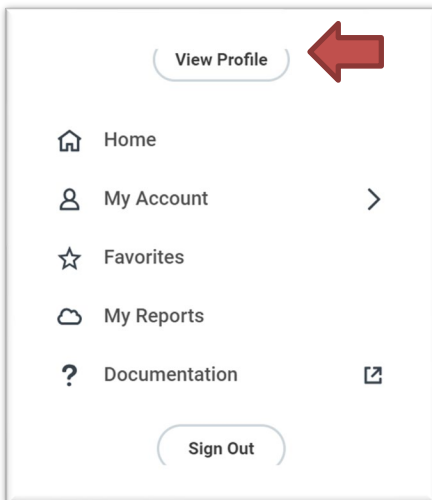


MANAGE YOUR PAYMENT ELECTIONS

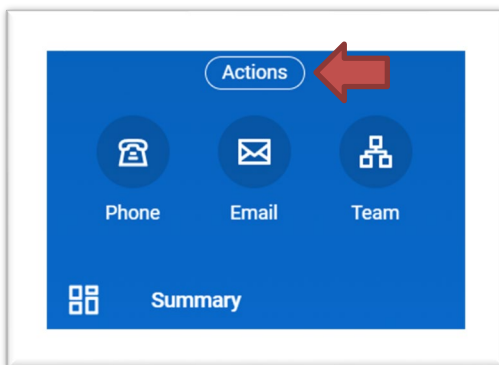
1. From the Workday homepage, click on the Profile icon located on top right corner of the page.



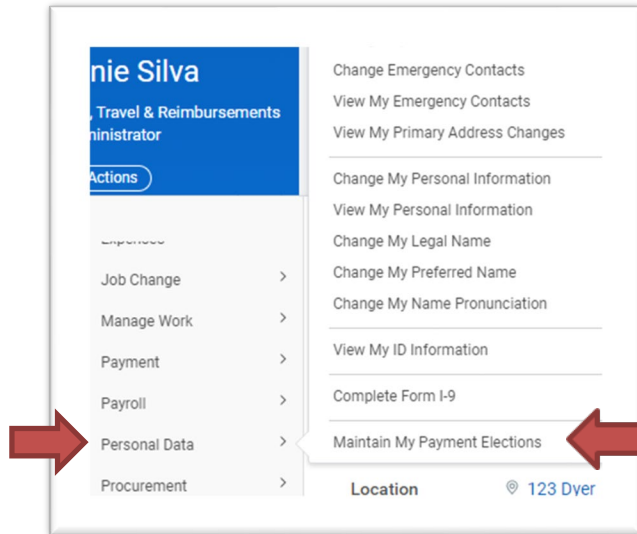
2. Click on the **View Profile** button in the pop-up window.



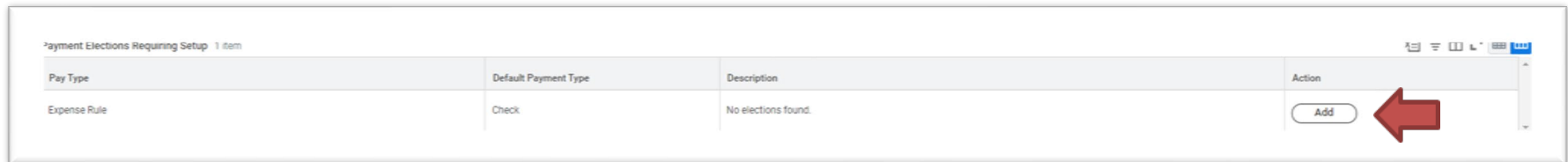
3. Click on the **Actions** button in the blue Profile section.



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.



4. 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.

