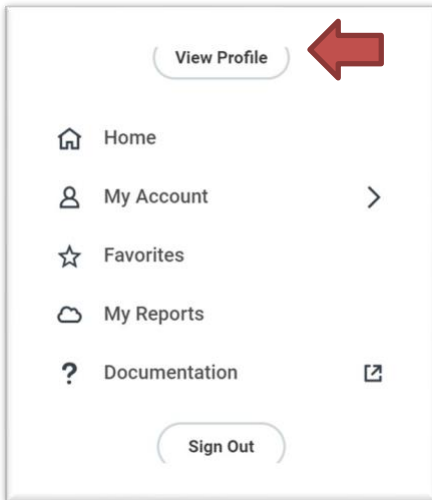## JERE CHWA OU POU PEMAN
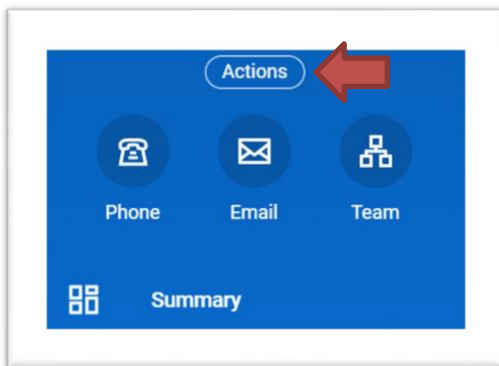
1. Sou paj dakèy Workday lan, klike sou ikòn Profile lan ki nan kwen anlè adwat paj lan.
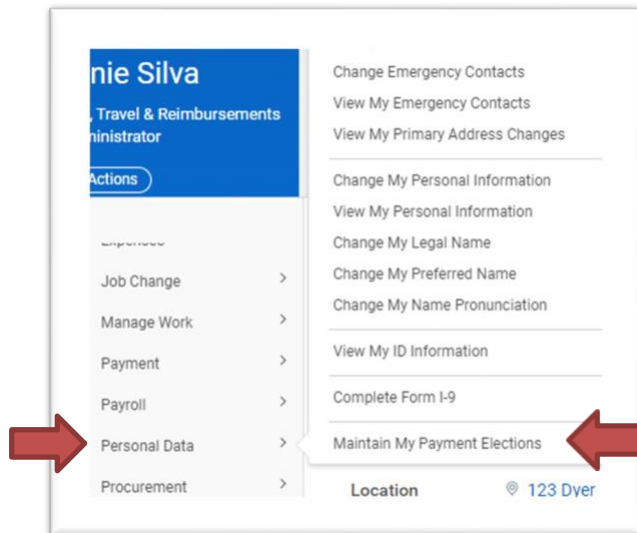

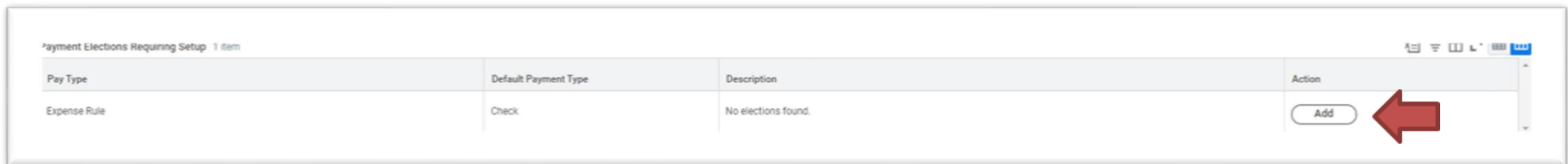2. Klike <u>sou bouton</u> **View Profile**lan pou wè pwofil ou nan fenèt pop-up lan.

3. Klike sou bouton **Actions** an nan seksyon Pwofil koulè ble an.

4. Pase kisè an sou opsyon **Personal Data** pou done pèsonèl lan epi chwazi aksyon **Maintain My Payment Elections** pou kenbe menm chwa yo.

5. Desann paj lan jis ou rive sou tablo **Expense Rule**, Règ Depans yo epi klike sou bouton **Add** lan a dwat pou Ajoute.

4. Chwazi **Currency Type** (USD) pou chwazi dola ameriken kòm deviz, **Payment Type** (Direct Depozit AP) pou chwazi depo dirèkt, **Account** (kont labank ou te sovgade an pou Pewòl lan, si li pa parèt - se pou ou antre done yo a la men) epi chwazi opsyon **Balance** pou balans lan. Klike sou bouton **OK** koulè oranj lan.