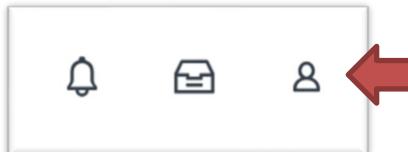
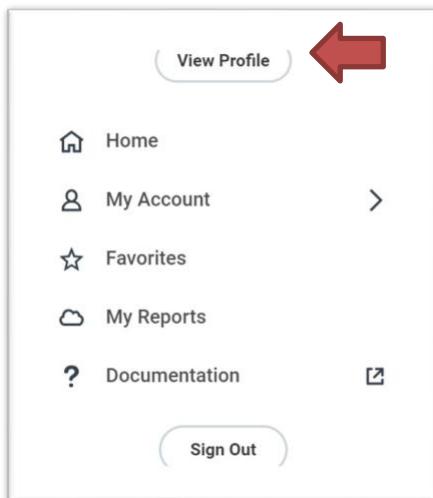


JERE CHWA OU POU PEMAN

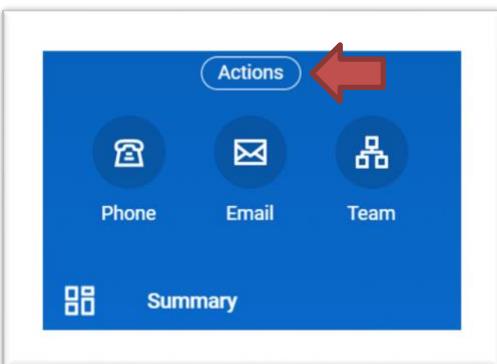
1. Sou paj dakèy Workday lan, klike sou ikòn Profile lan ki nan kwen anlè adwat paj lan.



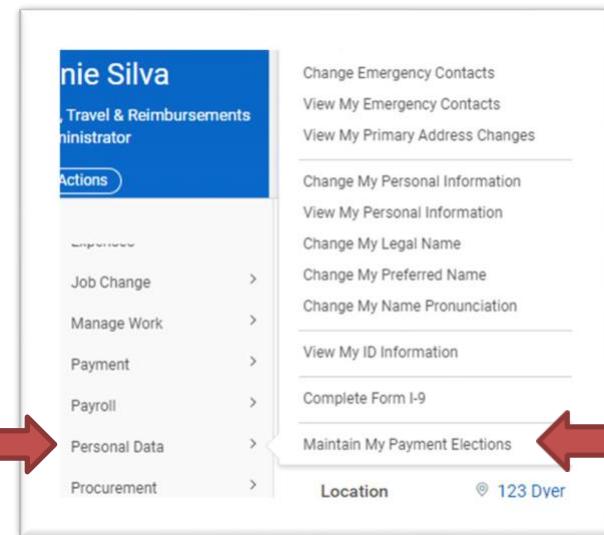
2. Klike sou bouton **View Profile** lan pou wè pwofil ou nan fenèt pop-up lan.



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



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



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

The screenshot shows a table titled 'Payment Elections Requiring Setup 1 item'. It has columns for 'Pay Type', 'Default Payment Type', 'Description', and 'Action'. A single row is shown for 'Expense Rule' with 'Check' as the default payment type and 'No elections found.' in the description. The 'Action' column contains a blue 'Add' button, which is highlighted with a red arrow.

- 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.

The screenshot shows the 'Payment Elections' configuration screen. It displays a table with columns for Order, Country, Currency, Payment Type, Account, and Balance / Amount / Percent. The 'Currency' field is set to 'USD', 'Payment Type' is 'Direct Deposit AP', and 'Account' is 'Bank of America ****4410'. The 'Balance' checkbox is checked and highlighted with a blue circle. The 'OK' button at the bottom right is also highlighted with a blue circle.