**Workday Expenses**

Within Workday you can easily:

- Specify the payment method for both Payroll and Expense reimbursements, such as check or direct deposit.
- Manage your direct deposit account information
- Tell Workday to distribute payroll payments between different bank accounts

**In Workday:**

1. Click on the icon with your picture (or the cloud icon if your picture hasn’t been uploaded)
2. Click on View Profile

**On your profile page:**

3. Click on the Actions button on the left side of the screen
4. Hover over Personal Data; click on Maintain Payment Elections

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**Payment Elections**

Your Payment Elections page will show you:

- Current approved direct deposit account(s)
- Payment election rules for expenses
- Payment election rules for payroll

**Adding Accounts**

After clicking on Add Account:

1. Enter the required fields
2. Click OK

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![Image of Workday interface showing Personal Data and Maintain Payment Elections options]

![Image of adding account process]

![Image of account information with options for Account Type and Bank Name]
Workday Expenses

You can verify that the account has been added by going back to the Payment Election page.

Making the election for Expenses:

1. Click on Add Elections to the right of the Expense Payment Election.
2. Select the correct account and amount/percentage.
3. Click on the ‘+’ to add another election row, if needed. If the payments are being split into multiple accounts, please confirm that the election totals to 100%.
4. When the appropriate changes have been made, click OK.

Payment Elections

NOTE: Account information must be verified by the Payroll Department before the election can take effect.

Changing a Payment Election:

Once an election is created, it can be changed if needed.

1. Click on Change Election
2. Select the new account; confirm that the Balance bubble is selected.
3. Click OK

NOTE: Account information must be verified by the Payroll Department before the election can take effect.