Workday Expenses

Reference Guide

PAYMENT ELECTION- Setup for Workers taking a course and Grad Students
To setup your Direct Deposit Payment Election for Workers (employees) who are also taking a course and Grad students to receive your reimbursements via Direct Deposit:

- Login to Workday (UR Financials) using your UR Active Directory credentials

- Navigate to Payment Elections by typing in your Workday search bar:
Payment Election Setup-Workers taking a course and Grad students

- Click on the Report and it will automatically run for you.
- Read the Instructional/Help Text at the top.
- Your payment election status is Successfully Completed due to your Workday Student payment elections.
Payment Election Setup—Workers taking a course and Grad students

- Scroll down to the **Payment Elections Requiring Setup** section
- Select **ADD** to setup your Expense Payment election
Payment Election Setup-Workers taking a course and Grad students

- Review the Instructional text, authorization for direct deposit request or change.
Payment Election Setup - Workers taking a course and Grad students

• Scroll down to view the Payment Elections section
• Enter the required fields:
  o Country – select USA from the dropdown
  o Currency – USD will auto.populate
  o Payment Type – select **Direct Deposit** from the dropdown
  o Account – select Debit or the bank account
  o Balance – select the circle to have the balance of your reimbursement deposited into the account
Payment Election Setup - Workers taking a course and Grad students

- When the required fields are entered, select OK
Payment Election Setup—Workers taking a course and Grad students

A confirmation will briefly display for a few seconds at the top of your screen:

✔ Your changes have been saved

Your screen will update to reflect your Bank Account and all Payment Elections. Note that now your Payment Elections screen provides the ability for you to initiate changes as well.

<table>
<thead>
<tr>
<th>Pay Type</th>
<th>Payment Type</th>
<th>Account</th>
<th>Account Number</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Payment</td>
<td>Direct Debit</td>
<td>Debit</td>
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<td>Balance</td>
</tr>
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<tr>
<td>Student Refund Election Rule</td>
<td>Direct Deposit</td>
<td>Debit</td>
<td>******54</td>
<td>Balance</td>
</tr>
<tr>
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<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Expense Payment</td>
<td>Direct Deposit</td>
<td>Debit</td>
<td>******54</td>
<td>Balance</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>Yes</td>
</tr>
</tbody>
</table>
Your Payment Elections information: shows you setup a Direct Deposit bank account for your Expense Payments (reimbursements)

<table>
<thead>
<tr>
<th>Expense Payment</th>
<th>Direct Deposit</th>
<th>Debit</th>
<th>********5434</th>
<th>Balance</th>
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</thead>
<tbody>
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</tbody>
</table>

To return to the homepage click on the UR logo in the upper-left corner.