


How to Add Payment Elections for Refunds

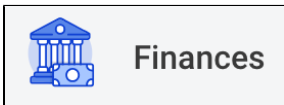
On this job aid:

- [Add Payment Elections](#)
- [Edit / Change Payment Elections](#)
 - [Bank Accounts](#)
 - [Add Bank Accounts](#)
 - [Edit/Review/View Bank Account](#)
 - [Payment Elections](#)

 How to add payment elections as a student.

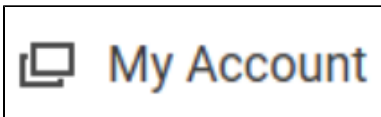
Add Payment Elections

After logging into Workday, click the Finances icon in the home page.



The Finances dashboard provides a quick link to your Account Activity, Make a Payment, Payment Elections, 1098T information and Financial Aid.

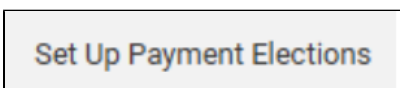
Payment Election options are under My Account



Select More to view additional option



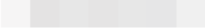
Select Set Up Payment Elections



On the Payment Elections screen, it can confirm who are setting up payment elections as well as there is already a payment election establish.

Payment Elections

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person 

Default Country United States of America

Default Currency USD

Payment Election No payment elections specified.

Add


Select Add to establish payment elections.

Add

Select the Preferred Payment Method for Expenses Payments and Student Refunds

i For faster refunds, select "Direct Deposit" for Preferred Payment Method for Expenses Payments and Student Refunds

Payment Election Option

Person 

Default Country United States of America

Default Currency USD

Preferred Payment Method

Expense Payments	<div><div>× Direct Deposit</div><div></div></div>
Student Refund	<div><div>× Direct Deposit</div><div></div></div>

If selected Direct Deposit or ACH payment options, routing and account information (from US bank) is required

Routing Numbers is a required field and should be 9 digits in length

Bank name is required field

Account Type is a required field

Account Number is a required field.

Account Setup:

Account Setup

Sample Check

Account Information

Account Type * ☒ Checking ☐ Savings

Routing Transit Number *

Account Number *

Bank Name *

Bank Identification Code

Account Nickname (optional)

Select OK.

Edit / Change Payment Elections

Go to the Finance App, under My Account select Select Set Up Payment Elections

Bank Accounts

Person [Lance Lynn](#)

Default Country United States of America

Default Currency USD

Status Successfully Completed

Last Updated 01/15/2024 08:57 AM

Accounts 2 Items

Account Nickname	Country	Bank Name	Account Type	Account Number	
BOA *****4896	United States of America	BOA2	Checking	*****4896	<div> <div>Edit</div> <div>Remove</div> <div>View</div> </div>
BOA *****4897	United States of America	BOA	Checking	*****4897	<div> <div>Edit</div> <div>Remove</div> <div>View</div> </div>

Add

Add Bank Accounts

Click the Add button under Accounts list. Follow the prompts to add a new account.

Edit/Review/View Bank Account

On the selected account row, click the buttons on the right. Follow the prompts to complete the task.

Payment Elections

You can change the bank account or the payment type on your payment elections by clicking the Edit button next to the Pay Type.

Payment Elections 2 Items

Pay Type	Payment Type	Account	Account Number	Distribution	
Expense Payments	Direct Deposit	BOA *****4897	*****4897	Balance Yes	<div>Edit</div>
Regular	Direct Deposit	BOA *****4897	*****4897	Balance Yes	<div>Edit</div>
Student Refund	Direct Deposit	BOA2 *****4896	*****4896	Balance Yes	<div>Edit</div>

Click the + or - icons to delete and add a new payment election.

Click the X next to the Payment type to delete and select a new one

Click the X next to the Account to delete and select a new one

Payment Election

Designate how to receive payments. For direct deposit, you must first add a valid account on the previous page. Workday evaluates multiple payment elections in the order you specify. To submit a valid payment election, the last election specified must have a distribution type of balance to capture the remaining amount, or the percentages must add up to 100 percent.

Pay Type Expense Payments
Person Lance Lynn
Default Country United States of America
Default Currency USD
Number of Elections Allowed 1

Payment Elections 1 item

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
1	United States of America	USD	Direct Deposit	BOA ****4897	<input checked="" type="radio"/> Balance

Click OK