

Payment election (direct deposit)

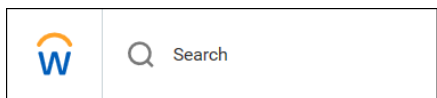
This job aid provides State Payroll Partners step by step instructions on how to add, change, and remove a Payment Election (Direct Deposit) on behalf of an employee.



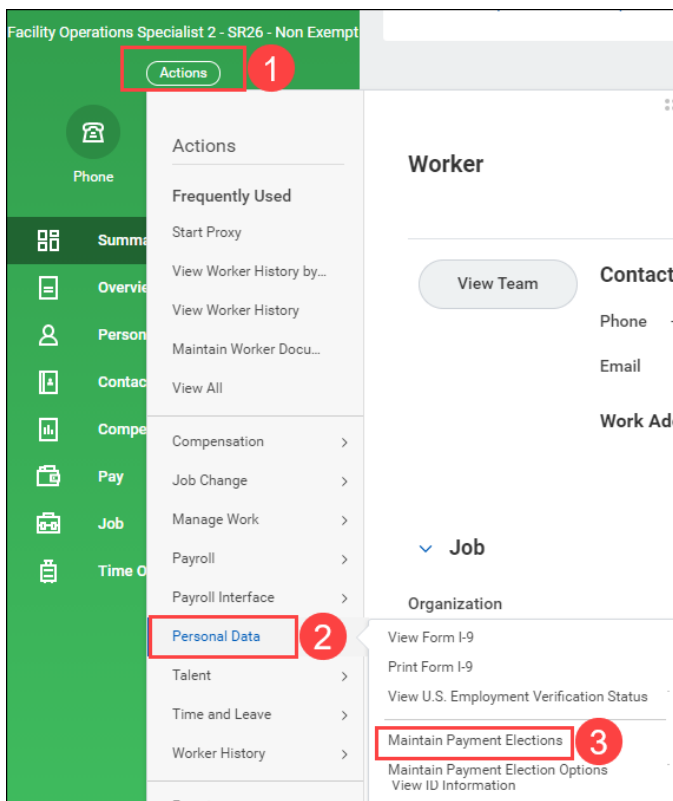
DO NOT CONTINUE this process unless all required supporting documents are available. This includes either the completed and signed Focus Card form OSPS.99.19 or Direct Deposit form OSPS.99.25.

It is recommended employees add their own payment election in Workday. Electronic Deposit/Epaystub authorization (OAR.125-015-0200), and Employee Authorization (OAM 45.37.00), are required tasks and will remain in the employee's inbox until completed by the employee.

Step 1: Type the employee's name in the search bar and select them from the search results.



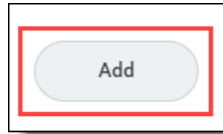
Step 2: From the employee's profile, click on **Actions** (1), hover over **Personal data** (2), then click on **Maintain Payment Elections** (3).



New Payment Election

Follow Steps 1 & 2.

Step 3: To create a new account click **Add**.



Step 4: The *Payroll Interface Rule* will default to **Direct Deposit** payment type (1). Enter the 9-digit **Routing Transit Number** (2), **Bank Name** (3), select the **Account Type** (4), and enter the **Account Number** (5). Click **OK**.

Preferred Payment Method

Payroll Interface Rule * X Direct Deposit 1

Account Setup

Account Holder Name

Account Information

Account Nickname (optional)

Routing Transit Number * 2

Bank Name * 3

Bank Identification Code

Account Type *
 Checking 4
 Savings

Account Number * 5

Step 5: The *Accounts* grid information (1) will default to the *Payment Elections* grid (2) and will also become the **Balance/Net Payment**, if there is only one account entered (3). No further action is needed.

Accounts 1 item 1				
Account Nickname	Country	Bank Name	Account Type	Account Number
Chase *****6789	United States of America	Chase	Checking	*****6789

Payment Elections 1 item 2				
Pay Type	Payment Elections			
	Payment Type	Account	Account Number	Distribution
Payroll Interface Rule	Direct Deposit	Chase *****6789	*****6789 3	Balance Yes

Add Multiple Payment Elections

Follow Steps 1 & 2.

Step 3: From the *Accounts* grid (1), click **Add** (2).

The Accounts grid (1) contains the following data:

Account Nickname	Country	Bank Name	Account Type	Account Number	Prenote Status	
Christmas Fund	United States of America	Chase	Savings	*****9876	None	Edit, Remove, View

The Add button (2) is located below the Accounts grid.

The Payment Elections grid (1 item) contains the following data:

Pay Type	Payment Type	Account	Number	DISTRIBUTION	
Payroll Interface Rule	Check			Balance	Edit

Callout text: The Account must be added before the payment election. If additional accounts are needed, click **Add** below the *Accounts* grid.

Step 4: Enter the required **Account Information**. Required fields are marked with a red asterisk *.

Account Information

Account Nickname (optional)

Routing Transit Number *

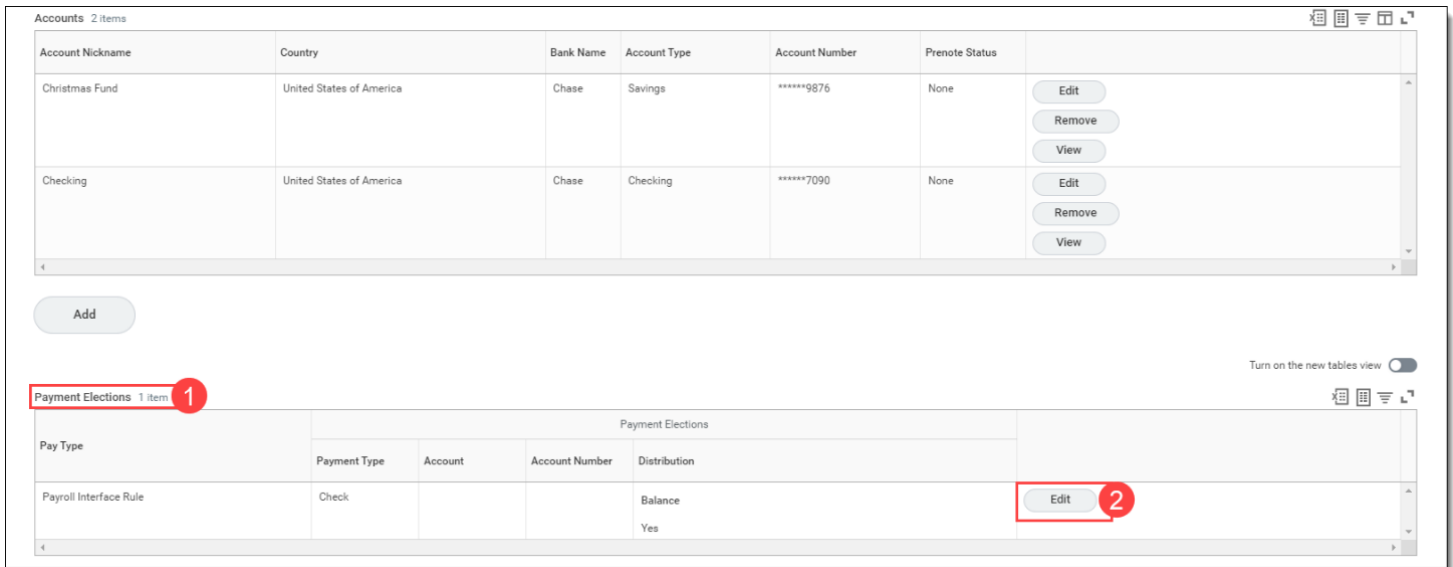
Bank Name *

Bank Identification Code

Account Type * Checking Savings

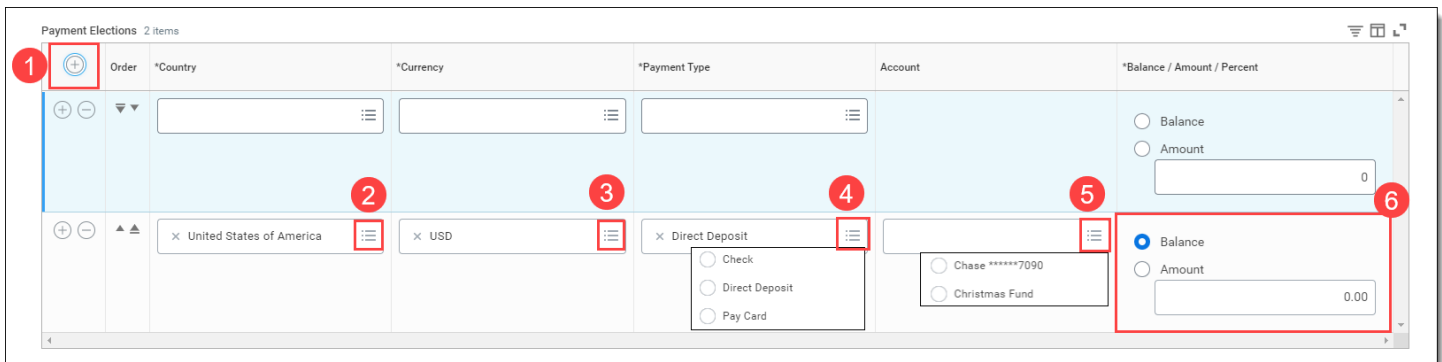
Account Number *

Step 5: Find the *Payment Elections* grid (1) and click **Edit** to add the payment election (2).





The screenshot shows two main sections. The top section is titled 'Accounts 2 items' and contains a table with columns: Account Nickname, Country, Bank Name, Account Type, Account Number, and Prenote Status. It lists 'Christmas Fund' and 'Checking' accounts. The bottom section is titled 'Payment Elections 1 item' and contains a table with columns: Pay Type, Payment Type, Account, Account Number, and Distribution. It lists 'Payroll Interface Rule' with a 'Check' payment type. Red annotations highlight the 'Payment Elections' header (1) and the 'Edit' button in the Payment Elections table (2).

Step 6: Click on the plus icon to add a payment election row (1). Click on the menu prompt in each column to add the **Country** (2), **Currency** (3), **Payment Type** (4), and **Account** (5). Select **Balance** or an **Amount** (6).

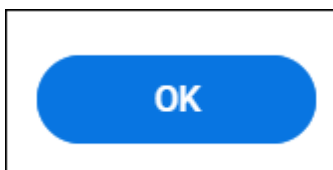


The screenshot shows the 'Payment Elections 2 items' grid in edit mode. Red annotations highlight: 1) the plus icon to add a new row; 2) the menu prompt for the 'Country' column; 3) the menu prompt for the 'Currency' column; 4) the menu prompt for the 'Payment Type' column; 5) the menu prompt for the 'Account' column; and 6) the selection of 'Balance' in the '*Balance / Amount / Percent' column.



The balance (Net Pay) has to be the last row in the Payment Elections grid. If the rows need to be re-arranged, click the up or down arrows .

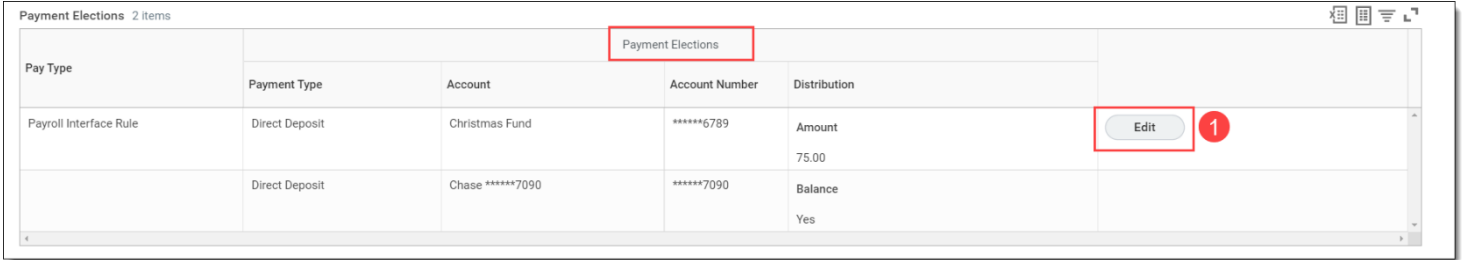
Click **OK**.



Change/Modify a Payment Election Amount

Follow Steps 1 & 2.

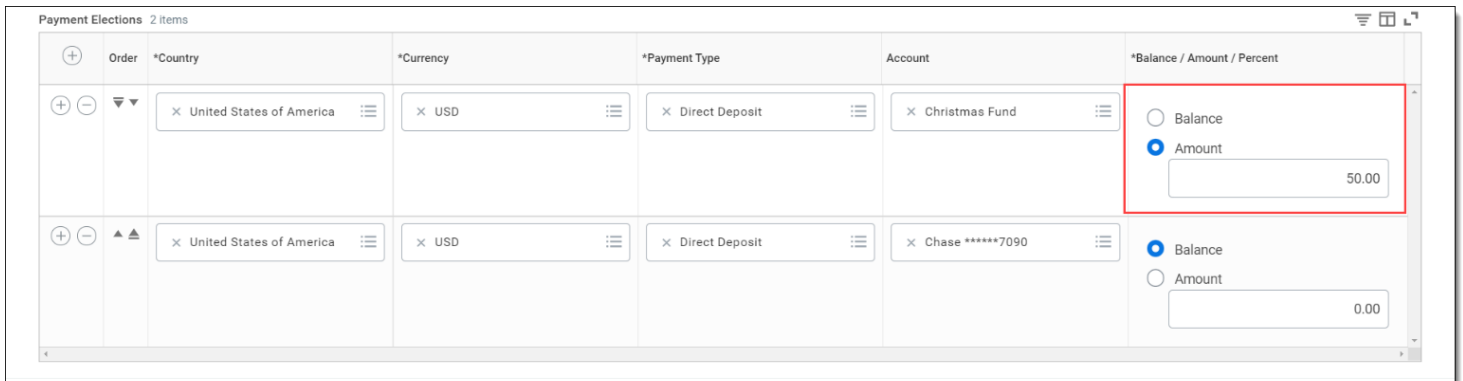
Step 3: Click on **Edit** in the *Payment Elections* grid (1). This will open all Payment Elections.



The screenshot shows a table titled "Payment Elections" with 2 items. The table has columns for Pay Type, Payment Type, Account, Account Number, and Distribution. The first row shows a "Payroll Interface Rule" for "Direct Deposit" to "Christmas Fund" with account number "*****6789" and a distribution of "Amount 75.00". The "Edit" button in the right-hand column of this row is highlighted with a red box and a red circle containing the number "1".

Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll Interface Rule	Direct Deposit	Christmas Fund	*****6789	Amount 75.00	Edit 1
	Direct Deposit	Chase *****7090	*****7090	Balance Yes	

Step 4: Click in the *Amount* field and enter the new dollar amount for the fixed deposit. Click **OK**.



The screenshot shows the "Payment Elections" form with two rows. The first row is selected. The "Amount" radio button is selected, and the input field next to it contains "50.00". The "Balance" radio button is unselected. The second row has the "Balance" radio button selected and an input field containing "0.00".

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
+ - ▾	× United States of America	× USD	× Direct Deposit	× Christmas Fund	<input type="radio"/> Balance <input checked="" type="radio"/> Amount 50.00
+ - ▲▲	× United States of America	× USD	× Direct Deposit	× Chase *****7090	<input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00

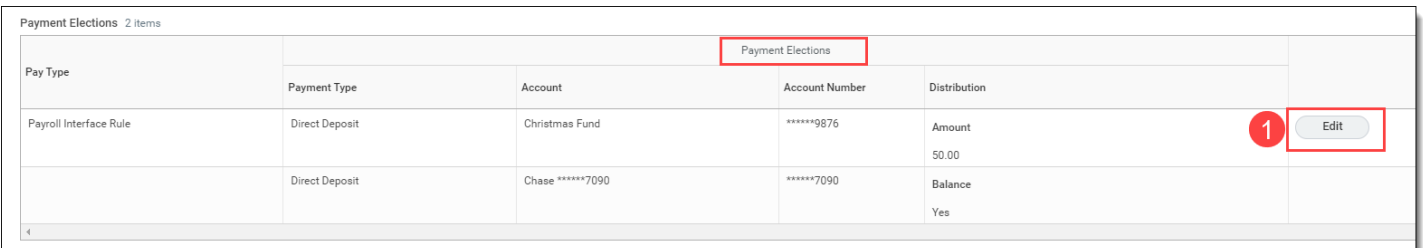
Remove an Amount/Fixed Deposit - Payment Election



Removing an account is a two-step process. The Payment Election will need to be removed first, then the account can be removed. Employees may have up to nine payment elections, eight with fixed amounts and one net pay.

Follow Steps 1 & 2.

Step 2: Click on **Edit** in the *Payment Elections* grid (1). This will open all Payment Elections.



The screenshot shows a table titled "Payment Elections" with 2 items. The table has columns for Pay Type, Payment Type, Account, Account Number, and Distribution. The first row shows a "Payroll Interface Rule" for "Direct Deposit" to "Christmas Fund" with account number "*****9876" and a distribution of "Amount 50.00". The "Edit" button in the right-hand column of this row is highlighted with a red box and a red circle containing the number "1".

Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll Interface Rule	Direct Deposit	Christmas Fund	*****9876	Amount 50.00	Edit 1
	Direct Deposit	Chase *****7090	*****7090	Balance Yes	


Step 3: Click the minus icon (1) to remove the line item that is no longer needed (2). Click **OK**.

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
+ - 1	United States of America	USD	Direct Deposit	Christmas Fund	<input type="radio"/> Balance <input checked="" type="radio"/> Amount <input type="text" value="50.00"/>
+ - ▲	United States of America	USD	Direct Deposit	Chase *****7090	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/>

Step 4: In the *Accounts* grid (1), select **Remove** for the account that is to be removed (2). Click **OK**.

Account Nickname	Country	Bank Name	Account Type	Account Number	Prenote Status	
Chase *****7090	United States of America	Chase	Checking	*****7090	None	Edit Remove View
Christmas Fund	United States of America	Chase	Savings	*****9876	None	Edit Remove View

Cancel the Balance/Net Deposit - Payment Election



Workday requires at least one type of payment election. Payment types can be *Check* or *Deposit*. To change a direct deposit to a **paper check**, the Payment Type will need to be changed.

The Balance/Net Pay (Check or Deposit) will need to remain the last data row within the Payment Elections grid. To adjust the rows, click either the up or down arrows ▼ ▲.

Follow Steps 1 & 2.

Step 3: Click on **Edit** in the *Payment Elections* grid.

Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll Interface Rule	Check			Balance	Edit Yes

Step 4: Click in the **Payment Type** field and select **Check**. Click **OK**.

Number of Elections Allowed 9

Payment Elections 1 Item

Order	*Country	*Currency	Account	*Balance / Amount / Percent
	United States of America	USD	Chase *****7090	Balance Amount 0.00

OK Cancel

Step 5: In the *Accounts* grid (1), click **Remove** (2). Click **OK**.

Accounts 1 Item 1

Account Nickname	Country	Bank Name	Account Type	Account Number	Prenote Status	
Chase *****7090	United States of America	Chase	Checking	*****7090	None	Edit Remove View

Add

Turn on the new tables view

Payment Elections 1 Item

Pay Type	Payment Elections				Edit
	Payment Type	Account	Account Number	Distribution	
Payroll Interface Rule	Check			Balance Yes	Edit

Step 6: The below is the view for a Balance/Net Pay **Check** Payment Election.

No accounts found.

Add

Turn on the new tables view

Payment Elections 1 Item

Pay Type	Payment Elections				Edit
	Payment Type	Account	Account Number	Distribution	
Payroll Interface Rule	Check			Balance Yes	Edit