Description: Add or change bank accounts (payment elections) for student refunds.

Applies to: Students

Notes: If you have already set up a bank account for payroll purposes for a student job, you do not need to set up a new account; skip to the section on changing the payment type.

Instructions: Fields not specified in this document are to be skipped or left blank.

SET UP YOUR ACCOUNT – FIRST TIME ACCESS, NO EXISTING PAYROLL ACCOUNT

1. Select the Student Accounts worklet or type “payment elections” in the search box and select the task.
   - If you have an existing payroll account set up, skip to the Change Your Payment Type section.

2. Click the Add button.

Search Results

Categories
- Processes
- Student
- All of Workday

Tasks and Reports
- Payment Elections
  View your payment elections, including bank accounts and payment distribution settings for different pay types. Enables you to maintain bank accounts for direct deposit and to maintain payment elections for each pay type.

Payment Elections
Judy Jetson

<table>
<thead>
<tr>
<th>Person</th>
<th>Judy Jetson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Country</td>
<td>United States of America</td>
</tr>
<tr>
<td>Default Currency</td>
<td>USD</td>
</tr>
<tr>
<td>Payment Election</td>
<td>No payment elections specified</td>
</tr>
</tbody>
</table>

Add
3. Select your Preferred Payment Method for **Student Refunds**.
   - Check is the default.
   - Direct Deposit will require account information.

4. For Direct Deposit, enter your account information as instructed.
   - The name associated with the bank account number entered for your direct deposit must match the student name in Workday.

5. Click **OK**.
CHANGE YOUR PAYMENT TYPE

1. Search for the “payment elections” task.
2. Use the Add button to add a bank account.
3. Click Edit to change your payment type.

4. Select Direct Deposit from the Payment Type.

5. Select your Account if previously added. Otherwise, you will be prompted to add one.
6. Click OK.
VIEW YOUR PAYMENT ELECTIONS

1. Search for “payment elections.”

2. You may **Edit** or **Remove** your bank account.

3. Payment Elections display for your **Pay Types**.
   - This example shows elections for a student worker.