### STUDENT ACCOUNTS

**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.

ŵ	Q	payment elections		×	00	Ŷ	P	0
Sea	arch	Results						
Catego	ories		Search Results 2 items	1				
Proce	esses		Tasks and Reports					
Stude	ent		Payment Elections					
All of	f Workday	y	View your payment elections, in different pay types. Enables you payment elections for each pay	cluding bank accounts an 1 to maintain bank accoun type	id payment di its for direct o	istribution s deposit and	ettings for to maintai	n

2. Click the Add button.



# Brandeis

Student Account

- 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.

	avment Method	
Student Defund +	V Direct Deposit Student	3
	× Direct Deposit - Student :=	
Account Set	up	
Sample Check	Promotion Columnation Columnities Columnities Columnities Columnities Columnities Columnities	4007
		DOT 1027
	Condex of the second se	\$ DOLLARS D (#***
	K#	
		antino C & Analdani C & Bantan
	BANK ROUTING BANK ACCOUNT NUMBER NUMBER	
Account Inform	BANK ROUTING BANK ACCOUNT NUMBER NUMBER	
<b>Account Inforr</b> Account Nickname (4	BANK ROUTING BANK ACCOUNT NUMBER NUMBER	
<b>Account Inform</b> Account Nickname ( Routing Transit Num	BANK ROUTING BANK ACCOUNT NUMBER NUMBER mation optional)	
<b>Account Inforr</b> Account Nickname (« Routing Transit Num Bank Name	BANK ROUTING BANK ACCOUNT NUMBER nation optional) ber *	
<b>Account Inform</b> Account Nickname ( Routing Transit Num Bank Name Bank Identification C	BANK ROUTING BANK ACCOUNT NUMBER NUMBER mation optional) ber *	
<b>Account Inforr</b> Account Nickname ( Routing Transit Num Bank Name Bank Identification C Account Type	BANK ROUTING BANK ACCOUNT NUMBER mation optional) ber * * code * O Checking	
<b>Account Inforr</b> Account Nickname ( Routing Transit Num Bank Name Bank Identification C Account Type	BANK ROUTING BANK ACCOUNT NUMBER nation optional) ber * * ode * O Checking O Savings	

Brandeis

#### 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.	

Payment E Judy Jetson @		5			
Add	2				
ayment Elections 1	item			_	
Payment Elections 1	item	<i></i>	Pay	ment Elections	
Payment Elections 1 i	Payment Type	Account	Pay Account Number	ment Elections Distribution	3

4. Select Direct Deposit from the **Payment Type**.

ay Type	tions 1 item	Student Refund				
+	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percer
$\oplus \bigcirc$	<b>₹</b> *	× United States of America		Search × Direct Deposit - Student		E Balance

- 5. Select your **Account** if previously added. Otherwise, you will be prompted to add one.
- 6. Click OK.

### STUDENT ACCOUNTS

#### **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.

Payment Ele	ections						31
Accounts 1 item							
Account Nickname	Country	Bank Name		Account T	ype Account Number		
	United States of Ameri	ca		Savings		Edit Remove	2
Payment Elections 3 items	5		Payment Electio	ns			
Pay Type	Payment Type	Account	Acco	ount Number	Distribution		
Regular Payroll	Direct Deposit - Payroll				Balance Yes	. (	Edit
Expense	Direct Deposit - JPM - Employee Reimbursement				Balance Yes		Edit
Student Refund	Check				Balance Yes	(	Edit

# Brandeis