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.
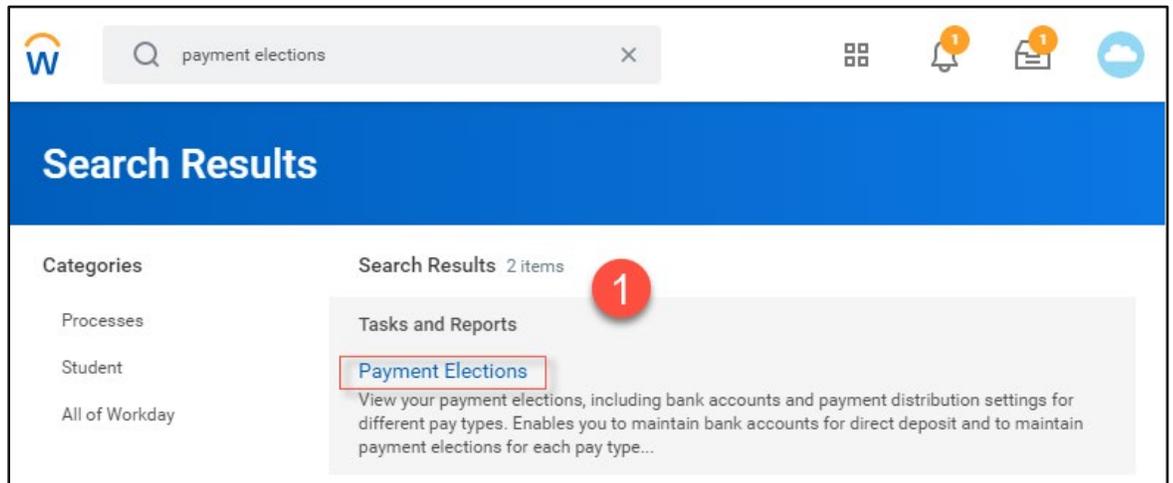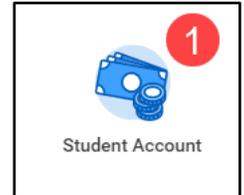
2. Click the **Add** button.

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**.

Payment Election Option

Preferred Payment Method

Student Refund * [✕ Direct Deposit - Student   ☰] ③

Account Setup

Sample Check

[Sample check image with BANK ROUTING NUMBER and BANK ACCOUNT NUMBER labels, check number 1027]

Account Information

Account Nickname (optional)		[ ]
Routing Transit Number	*	[ ] ④
Bank Name	*	[ ]
Bank Identification Code		[ ]
Account Type	*	● Checking
		○ Savings
Account Number	*	[ ]

[OK] ⑤ [Cancel]

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 Elections
Judy Jetson (Actions)

Add ②

Payment Elections 1 item

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Student Refund	Check			Balance Yes	Edit ③

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

Payment Election

Pay Type   Student Refund
Payment Elections 1 item

⊕	Order	*Country	*Currency	*Payment Type ④	Account ⑤	*Balance / Amount / Percent
⊕ ⊖	▼ ▼	✕ United States of America ☰	✕ USD	Search ☰ ✕ Direct Deposit - Student	☰	● Balance

OK ⑥   Cancel

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

6. Click **OK**.

Brandeis

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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.