Pay Application- Payment Election

USER GUIDE

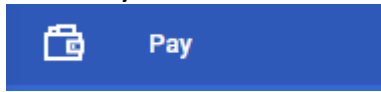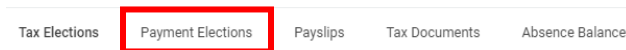## PAYMENT ACCOUNTS
Adding or changing account for Direct Deposit

1. From your home page, click on your profile icon in the upper right of Workday and click **View Profile**.

2. Choose **Pay** tab on the left.

   Pay

3. From the top banner, select **Payment Elections**

   | Tax Elections | Payment Elections | Payslips | Tax Documents | Absence Balance |

4. Under **Accounts**, you can Edit, Remove or View the existing account(s). There must always be an account listed before removing one.

5. To add a new account, click **Add**.

6. **Direct Deposit** is the only option for Marathon County.

7. Using a check from your bank account, enter in your **Routing Transit Number, Bank Name, choose the Account Type and Account Number.** Click **OK**.

   Account Information

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

8. To add another account(s), click **Add**.

   Note: You can only remove an account, if another one has been entered. For Payroll, you are allowed a maximum of 8 accounts to be added for direct deposit.

   Note: Before removing a bank account, you must EDIT the Expense Payment Rule under Payment Elections to reflect the added/new account.

   Payment Elections 2 Items

Pay Type	Payment Type	Account	Account Number	Distribution	
Expense Payment Rule	Direct Deposit			Balance Yes	Edit
Payroll Payment Election Rule	Direct Deposit			Balance Yes	Edit

PAYMENT ELECTIONS
Modify distributions of Direct Deposit accounts

1. If you have set up multiple accounts, you can change the distributions under **Payment Elections**.

2. Click **Edit** on the **Payroll Payment Election Rule** to modify the distribution between accounts.

   Note: Expense only allows 1 account, which is your default direct deposit account. You can change this, but you need to always have one account set up.

   Payment Elections 2 Items

		Payment Elections			
Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll Payment Election Rule	Direct Deposit	BB ******8910	******8910	Balance ☑	Edit
Expense Payment Rule	Direct Deposit	BB ******8910	******8910	Balance ☑	Edit

3. When you go into Edit, you need to click the **Add** icon to add more rows. This is how you break out the account distribtution.

4. You can choose **Balance, Amount or Percent**. If percent, it must come out to 100%.

   *Balance / Amount / Percent

   ● Balance
   ○ Amount [0.00]
   ○ Percent [0]

5. If using multiple accounts with Balance chosen for one, it must be last one listed. Start with the accounts with the specific amount, and then end with the balance.

   | Amount |
   | 200.00 |

   | Balance |
   | Yes |

6. Click **OK** when complete. If this change is done right before processing, it may not be changed until the next pay period.