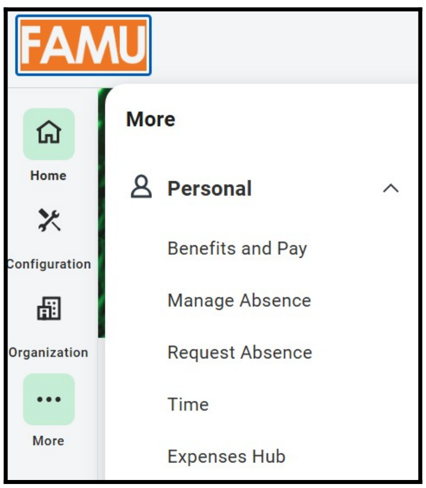
Document Information

Department: Office of Human Resources | HR Training Template No.:
Effective Date: 5/12/2025 | Revision(s): FINAL
Subject: Payment Elections
Purpose: This job aid will show users how to enter payment elections in Workday. This is a two-part process. First, you will need to add a bank account. Once you've added a bank account, you can set up your payment election.
Related References:

Add Bank Account

Step	Actions
1.	From the Workday homepage, click <u>**More**</u> and scroll down to **Personal,** then click **Benefits & Pay**. 
2.	**Personal** may be found on the Workday homepage under **Home.**

<table>
<tr><th>Step</th><th>Actions</th></tr>
<tr><td></td><td>
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<tr><td>3.</td><td>Click Pay to view the dropdown menu.


Next, select Payments.

</td></tr>
<tr><td>4.</td><td>Scroll down to the section labeled Payment Elections. Select the Add button below the Accounts table.</td></tr>
<tr><td>5.</td><td>Populate the following information regarding the account, then select OK:
Account Type
Routing Number
Account Number
Bank Name</td></tr>
<tr><td>6.</td><td>The account has now been added to Workday.</td></tr>
</table>

Set Up Payment Elections

Step	Actions
1.	From the Workday homepage, click <u>**More**</u> and scroll down to **Personal,** then

Step	Actions
	click **Benefits & Pay**.
2.	Click **Pay** to view the dropdown menu.  Next, select Payments. 
3.	Scroll down to the section labeled **Payment Elections**. Select the **Edit** button in the Action column.
4.	Select the **+** icon to add additional accounts to make elections for.
6.	Select the appropriate **Payment Type**.
7.	Elect how much of your paycheck you want going to the account. You can choose from the following options: • **Balance** • **Amount** • **Percent**
8.	Select **OK**.
9.	You have successfully set up payment elections. Please note that it may take 1-2 pay periods for your new payment elections to take effect.

Please reach out to workday@famu.edu with any questions.