

Use this job aid to change payment elections outside of the onboarding process in Workday. **Ensure you are connected to Pulse Secure or on a Club or DC computer to make updates to your payment elections.**

## Update Payment Elections

From your home screen:

1. Navigate to the **Pay** application.
2. In the **Actions** section, select **Payment Elections**.



3. In the **Accounts** section, select **Edit** to edit your account information, **Remove** to remove the account information, or **Add** to add new account information. You can have up to 3 accounts.

### From Edit or Add:

1. In the **Account Nickname (optional)** field enter the name of your checking account. *This field is not required.*
2. In the **Routing Transit Number** field, enter your account's routing number. *See Sample Check at the top of the screen in Workday for routing number example.*
3. In the **Bank Name** field, enter the name of the bank of the account.
4. In the **Account Type** field select **Checking** or **Savings**.

5. In the **Account Number** field, enter your bank account number. *See Sample Check at the top of your screen in Workday for account number example.*
6. Click **OK**
7. Once you've added an account, continue to the **Payment Elections** section to ensure the right account(s) is selected for distribution (where you pay is being sent to).



**NOTE:** If the account you are adding is a Pay Card, you must have requested and received a Pay Card packet from the Club Coordinator. Reference the package you receive which has the 16-digit account number for your Pay Card starting with "709".

The routing number is available at the top of the screen in Workday below the sample check image. The account type for Pay Card is checking.

**In the Payment Elections section, select the payment type and how the pay is distributed. Select one payment method or distribute your pay between multiple accounts and/or a Pay Card.**

1. In the **Payment Elections** section, select **Edit**.
2. **Country** populates to United States of America and **Currency** populates to USD. Do not change.
3. In the **Payment Type** field, select **Direct Deposit, ADP Check or Pay Card**.
  - NOTE: ADP checks are only available for Team Members in NY, NH, GA or CT.
4. In the **Account** field, select **Checking**. If you selected ADP Check for Payment Type, an account option does not populate.

## Payment Elections (continued)

5. In the **Balance/Amount/Percent** field select one of the following options:
  - **Balance:** Distributes entire check amount into the selected account.
  - **Amount:** Allows you to enter a specific amount to distribute into the selected account.
  - **Percent:** Allows you to enter a specific percentage of a check into the selected account.
6. Click the plus sign  icon if you need to add another payment election. You must have entered the account information in already. Payment elections can be distributed across a maximum of 3 accounts.



NOTE: You must specify your payment distributions first and the balance last or you will get an error.

7. Click **OK**. No approvals are required.