

Manage Payment Elections

This guide covers how to **self-manage direct deposit** and **payment allocations** for **pay** and **reimbursements**.

Start Here

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. In the top-left corner, select **Menu**.
5. Select the **Benefits and Pay** application.
6. Under **Taxes and Reports**, select **Payment Elections**.
 - Here, you can **add** or **edit accounts** or **edit your payment elections**.

Add an Account

1. **To add an account:** on the **Payment Elections** page (see above), under the **Accounts** table, select **Add**.
2. Enter all required fields, including **Account Type**, **Routing Transit Number**, **Account Number** and **Bank Name**.
 - **Note** – the **Routing Number** is a 9-digit number located at the bottom of your personal check.
3. Select **OK** to complete this task.

Edit Payment Elections

1. **To change or edit Payment Elections:** choose a pay type (**Expense Payments** or **Payroll Payments**) from the **Payment Elections** table and select **Edit**.
2. Under **Payment Type**, choose how to receive payments (**Direct Deposit** or **Check**).
 - **Note** – To select Direct Deposit, you must have an account(s) set up. Complete the steps under **Add an Account** above.
3. **To split your payroll distribution** into multiple accounts, select the **plus sign (+)** in the leftmost column of the **Payment Elections** table. Choose your desired



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Balance/Amount/Percent distribution. If the total percentage is less than 100, the bottom account must have **Balance** selected.

- **Note** – You can only split payments for **Payroll**. Expenses (reimbursements) must be paid in full to one account.

4. Select **OK** to save your choices.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.