

VUMC BUSINESS EDUCATION



Select Payment Elections

In Workday, direct deposit is referred to as a payment election. Employees set up initial payment election(s) when they proceed through the New Hire Onboarding process. Changes to these elections can be made at any time. Different payment elections can be set for paychecks and expense report deposits. Follow the steps below to select payment elections.

Select Payment Elections	1 BB View All Apps 2 Pay
From your homepage:	Accounts 1 fem
1. Select View All Apps.	Withholding Elections Checking United States of America Bank of America Payment Elections
2. Select Pay.	Tax Documents
3. Select Payment Elections.	count Information
4. Any bank account information currently on file will be displayed. To add another account select Add.	Payment Elections Requiring Setup Routing Transit Number Bank Name Bank Identification Code
5. Enter Account Information.	Account Type Ochecking Payroll Payments Add
6. After adding the additional account, Select Add under Payment Elections Requiring Setup.	
7. Enter the Country, Currency, Payment Type &	Payment Elections + neh Order *Country *Currency *Payment Type
Account.	⊕ ⊖ ▼ ▼ X United States of America X USD IE X USD X Direct Deposit IE
8. To deposit the balance of the payment, select Balance. To select a specified amount, select Amount. To select a percentage, select Percent.	*Balance / Amount / Percent Balance
Note: If balance is not selected, you must add	Amount
another account for the remaining funds to go into.	200.00 Cancel
9. Select OK to complete the process.	

QUESTIONS?

Please email <u>BusinessEducation@vumc.org</u>.

