Payment Elections

The following describes the process of adding or updating payment elections in Workday through self-service.

NOTE: Direct Deposit changes need to be made prior to Wednesday of a pay week to take effect for the pay day on Friday.

Who can initiate this process?

<u>**Active**</u> Montclair State University employees enrolled in Duo two-factor authentication. Student employees are **not** eligible to complete this process in Workday and will have to submit payment election forms directly to Payroll. Students can visit the Direct Deposit webpage for more information.

New hire employees cannot complete their Payment Elections until their first day of employment.

Workflow Steps

1) Employee submits payment election in Workday.
2) (If applicable) Payroll reviews and approves payment election. This step only occurs when Check is selected as the payment method.
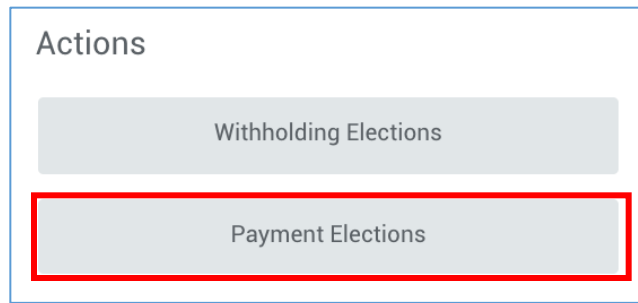
If you have any questions about payment elections or you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

Instructions

1) From your Workday homepage, click on the **Pay** worklet.
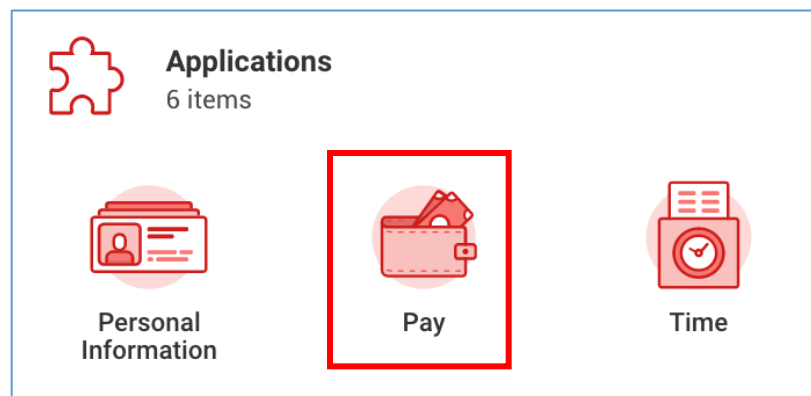
2) Under the **Actions** column, click on the button labelled **Payment Elections**.

3) New employees will not see any current payment elections but existing employees will see their current payment elections.

EMPLOYEES WITH EXISTING PAYMENT ELECTIONS: Skip to step 4.

NEW EMPLOYEES: Click the **Add** button to add a payment election.
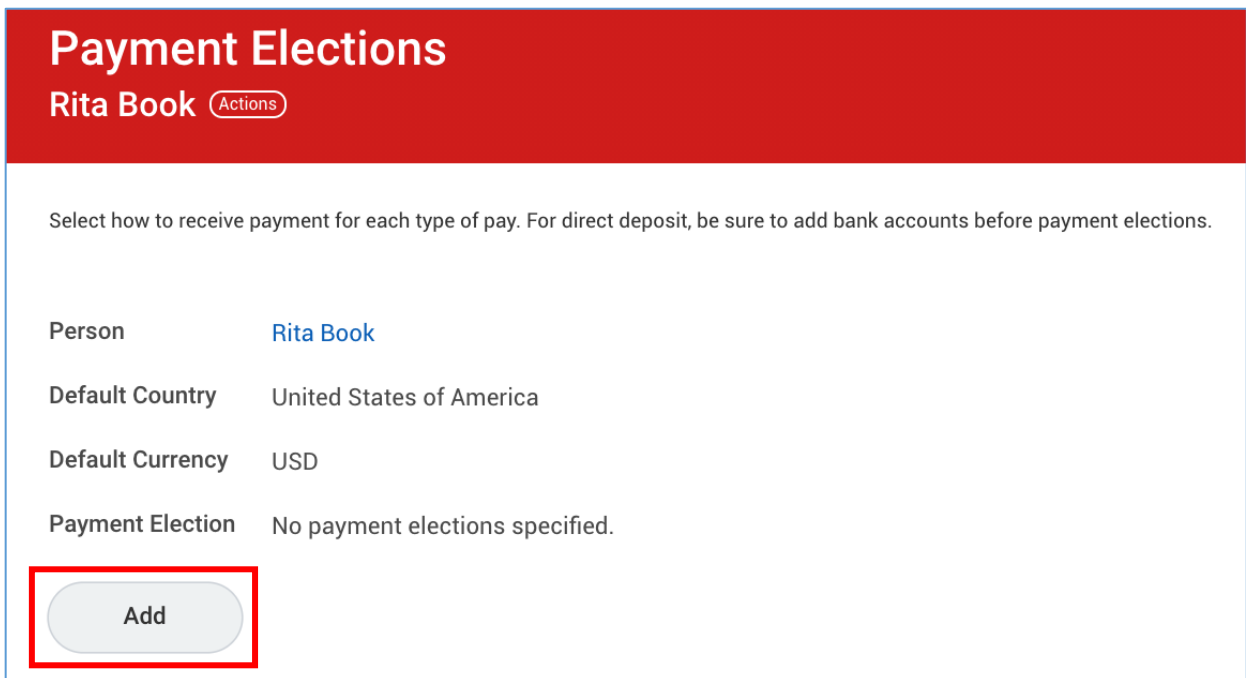
Select your preferred payment method for your **Regular Payments** and **Expense Payments**. Regular Payments are your regular payroll payments. Expense Payments are reimbursements for travel-related costs, such as airfare or hotel expenses, or business-related costs such as books, etc.
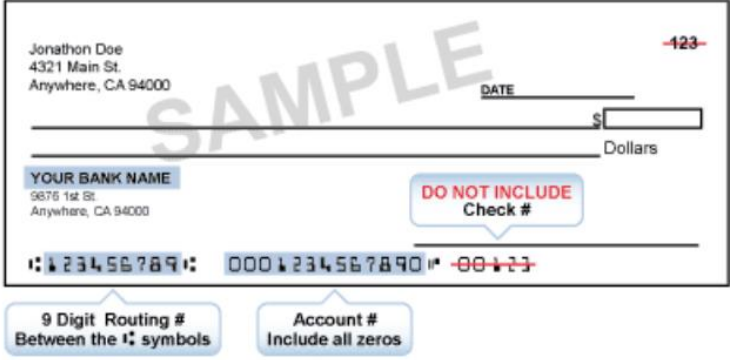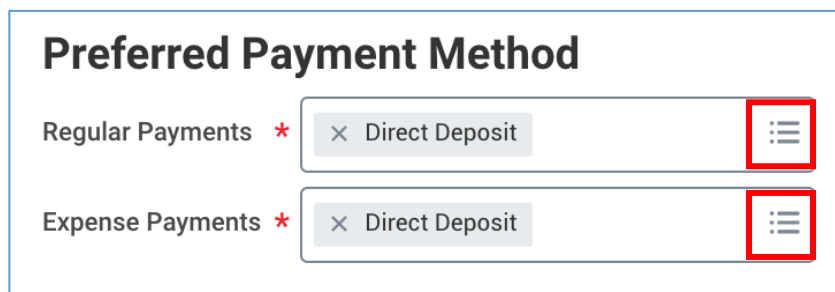
When Direct Deposit is selected as a payment method you will continue to the **Account Setup** section and enter your bank account information.

- (Optional) Enter a nickname for the bank account
- Enter the 9 digit routing transit number
- Enter the bank name
- Select the type of bank account, Checking or Savings
- Enter the account number
- Click **OK** at the bottom of the page. Workday will return you to your Payment Elections page and you will now see the elections that you just added.

Account Setup

Account Holder Name   Rita Book

Sample Check

Jonathon Doe
4321 Main St.
Anywhere, CA 94000

SAMPLE

DATE _____
$ [   ]
_____ Dollars

YOUR BANK NAME
9876 1st St.
Anywhere, CA 94000

DO NOT INCLUDE
Check #

⑃123456789⑃   0001234567890 ⑃ -00123-

9 Digit Routing #
Between the ⑃ symbols

Account #
Include all zeros

Account Information

Account Nickname (optional)		Main Checking Account
Routing Transit Number	*	123456789
Bank Name	*	Testing Bank
Bank Identification Code		
Account Type	*	⦿ Checking
		◯ Savings
Account Number	*	0001234567890

4) If you want to replace your current account with a new account you need to complete the actions outlined in this job aid in the following order.

    1. Add new account (step 5 below)

    2. Change the account on your Payment Elections for Regular and Expense Payments (step 8 below)

    3. (Optional) Remove the old account (step 7 below).

5) You can add additional bank accounts by clicking the **Add** button. You need to add an account before you can use it for a payment election.

Account Nickname	Country	Bank Name	Account Type	Account Number	
Main Checking Account	United States of America	Testing Bank	Checking	******7890	Edit / Remove

Accounts 1 item

Add

- (Optional) Enter a nickname for the bank account
- Enter the 9 digit routing transit number
- Enter the bank name
- Select the type of bank account, Checking or Savings
- Enter the account number
- Click **OK** at the bottom of the page. Workday will return you to your Payment Elections page.

Account Setup

Account Holder Name   Rita Book

Sample Check

Jonathon Doe
4321 Main St.
Anywhere, CA 94000

SAMPLE

DATE

$

Dollars

YOUR BANK NAME
9876 1st St.
Anywhere, CA 94000

DO NOT INCLUDE
Check #

⑆123456789⑆ 0001234567890⑈ 00123

9 Digit Routing #
Between the ⑆ symbols

Account #
Include all zeros

Account Information

Account Nickname (optional)		Main Checking Account
Routing Transit Number	*	123456789
Bank Name	*	Testing Bank
Bank Identification Code		
Account Type	*	● Checking ○ Savings
Account Number	*	0001234567890

6) You can edit an existing <u>account</u> by clicking the **Edit** button.

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Main Checking Account	United States of America	Testing Bank	Checking	******7890	Edit Remove

Add

7) You can remove an existing <u>account</u> by clicking the **Remove** button.

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Main Checking Account	United States of America	Testing Bank	Checking	******7890	Edit Remove

Add

NOTE: You cannot remove an account that is being used for a current Payment Election (Regular or Expense Payments). You must change the account being used by the payment election before you remove the account.

8) You can edit your existing <u>Payment Elections</u> by clicking the **Edit** button to the right of each election.

Payment Elections	2 items					
Pay Type		Payment Type	Account	Account Number	Distribution	
Regular Payments		Direct Deposit	Main Checking Account	******7890	Balance Yes	Edit
Expense Payments		Direct Deposit	Main Checking Account	******7890	Balance Yes	Edit

Under the **Edit** option you can change the payment type or change the account.

Pay Type	Regular Payments
Person	Rita Book
Default Country	United States of America
Default Currency	USD
Number of Elections Allowed	4

Payment Elections 1 item

	Order	Account	*Payment Type	*Balance / Amount / Percent
		× Main Checking Account	× Direct Deposit	● Balance ○ Amount 0.00

For Expense Payments – You can only elect to direct the entire balance to one account.

For Regular Payments - You can elect to direct the entire balance of payments to the specified account or you can enter an amount to be directed to the specified account. If you select the amount option then you need to add an additional line to your payment election and direct the remaining balance to that account. You can use up to 4 accounts.

Select the **Amount** option and enter the amount that you want to direct to this account. Add an additional line by clicking on the plus sign icon to the left.

In the new line that appears select an account, payment type, and the **Balance** option. This will direct the remainder of the payment to this account.

Click **OK** at the bottom of the page.

Q & A

Q: What happens if I enter the wrong account number for an account?

A: The bank will reject your direct deposit and send the funds back to MSU. The Payroll department will contact you to resolve the issue.

Q: What is "Regular Payments"?

A: "Regular Payments" is earnings that are paid through Payroll.

Q: What is "Expense Payments"?

A: "Expense Payments" is reimbursements for travel-related costs, such as airfare or hotel expenses, or business-related costs such as books, etc.

Q: Do I have to attach a voided check in Workday?

A: No, you do not have to attach a voided check.

Q: I had a Bank of America pay card issued to me for my first payment but I have added my own bank account now. What do I do with the Bank of America pay card account?

A: You can remove the Bank of America pay card account after you have added your own bank account and updated your payment elections to use the new account. Follow step 7 to remove the account.

Q: How many accounts can I use for my direct deposit?

A: You can use up to four accounts for Regular Payments and only one account for Expense Payments.

Q: I updated my payments elections but nothing happened. What do I do?

A: Contact Workday Customer Care by sending an email to WCCSupport@montclair.edu.