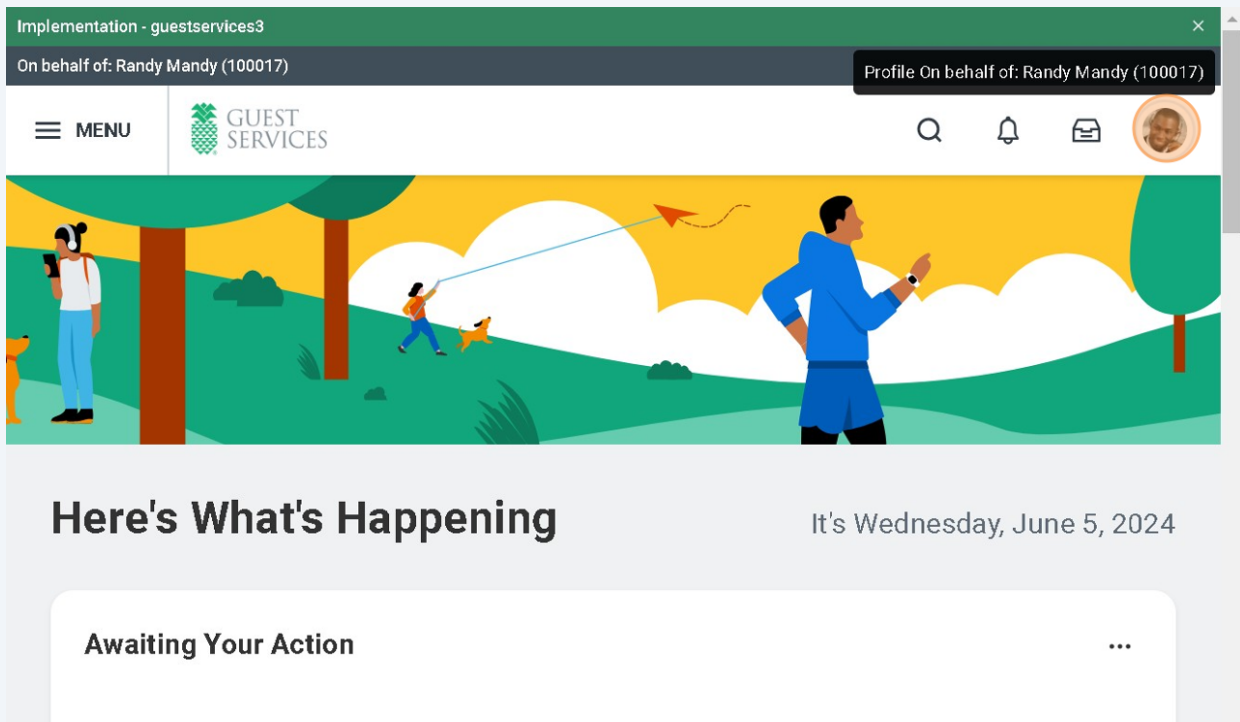


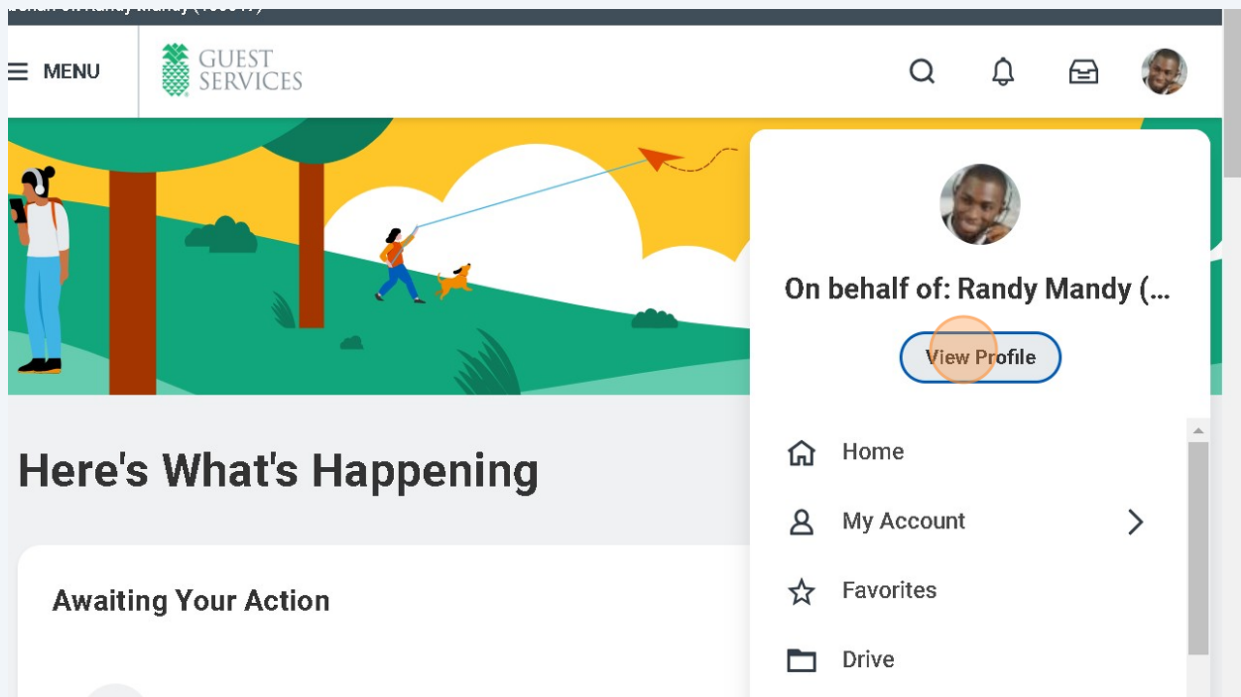
# Setup Direct Deposit for Payroll and Expense Reimbursement Payments

1

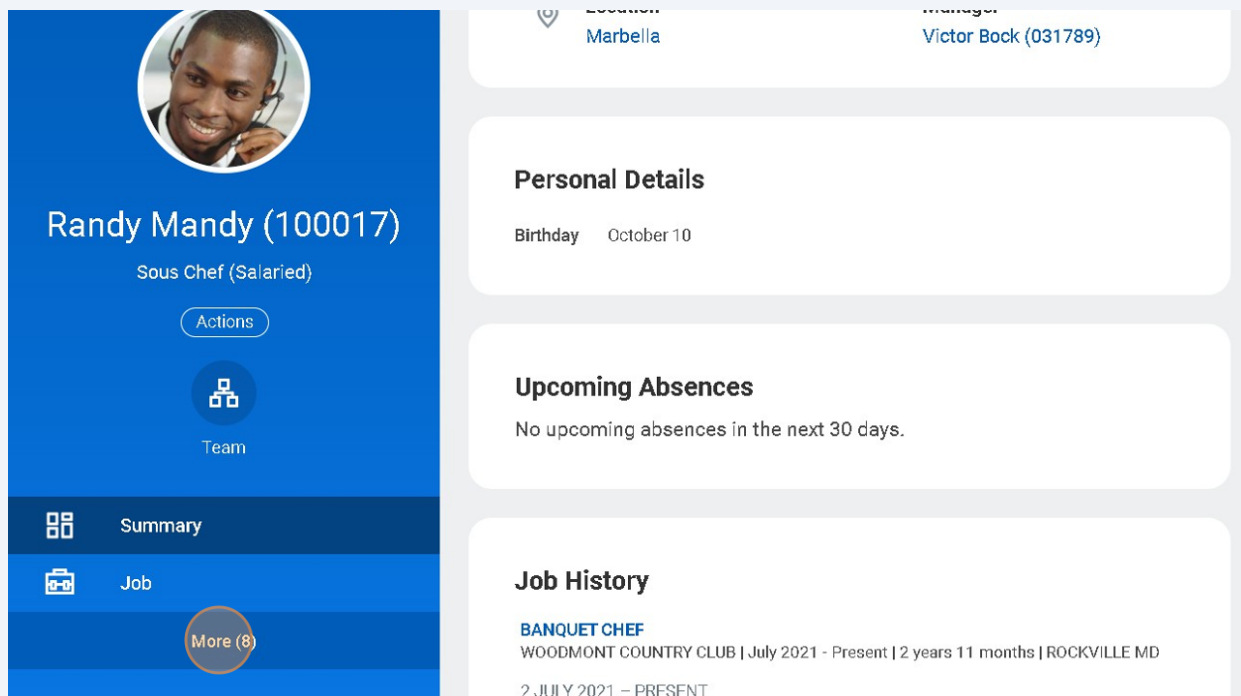
Click the icon in the top-right corner of the Workday homepage in order to navigate to your profile.



2 Then, click "View Profile"



3 If the word "Pay" is not immediately visible in the bottom-left part of your profile page, select "More."



#### 4 Click "Pay"

**Randy Mandy (100017)**  
Sous Chef (Salaried)

Actions

Team

- Summary
- Job
- Compensation
- Benefits
- Absence
- Pay**
- Contact

#### Upcoming Absences

No upcoming absences in the next 30 days.

#### Job History

##### BANQUET CHEF

WOODMONT COUNTRY CLUB | July 2021 - Present | 2 years 11 months | ROCKVILLE MD

2 JULY 2021 – PRESENT

- Coordinate orchestrated events ranging from 12 course chef tasting menu to 1,000+ guest festivals
- 5 million overall Food and Beverage revenue
- Identified ways to improve food cost to effectively maintain a 40% overall food cost
- Experienced in traditional Jewish cuisine
- Structured a banquet team made up of 10 – 15 cooks

##### SOUS CHEF

OCEAN REEF CLUB | December 2019 - July 2020 | 7 months | KEY LARGO FL

Direct the preparation and execution of interactive cooking classes and demonstrations for members and

#### 5 Click "Payment Elections"

Implementation - guestservices3

behalf of: Randy Mandy (100017)

MENU GUEST SERVICES

Randy Mandy (100017)  
Sous Chef (Salaried)

Actions

Team

Summary

Job

Tax Elections **Payment Elections** Payslips More

Worker Randy Mandy (100017)

Company Guest Services Inc

Work State Florida

Home State Maryland

Federal

Withholding 1 item

- 6 Click "Add" to add a bank account for direct deposit.

The screenshot shows a user profile for Randy Mandy (100017), Sous Chef (Salaried). The left sidebar contains navigation links: Summary, Job, Compensation, Benefits, Absence, and Pay. The main content area shows the status 'Successfully Completed' and 'Last Updated' '06/05/2024 04:13 PM'. Below this, it states 'No accounts found.' and features a prominent 'Add' button. Underneath the 'Add' button is a section titled 'Payment Elections' with 2 items, displayed in a table.

Pay Type	Payment Type	Account
USA Payroll Payment	Outsourced Check	
Expense Payment	Outsourced Check	

- 7 The "Add Account" screen will appear. Scroll down.

The screenshot shows the 'Add Account' screen. At the top, it says 'behalf of: Randy Mandy (100017)'. The main heading is 'Add Account'. Below this, it says 'Add account information to use when you specify payment elections.' The form fields are: 'Account Holder Name' (Randy Mandy), 'Account Country' (United States of America), and 'Sample Check'. The 'Sample Check' section displays a sample check from Jonathon Doe, 4321 Main St, Anywhere, CA 94000, with a date field, a dollar amount field, and a 'DO NOT INCLUDE' label.

8

Fill out all required fields (they are marked with a red asterisk), and any other fields you would like to fill out. Click "OK."

### Account Information


Account Type	*	<input checked="" type="radio"/> Checking
		<input type="radio"/> Savings
Routing Transit Number	*	<input type="text" value="031101169"/>
Account Number	*	<input type="text" value="*****7571"/>
Bank Name	*	<input type="text" value="Fairbanks"/>
Bank Identification Code		<input type="text"/>
Account Nickname (optional)		<input type="text" value="My Checking Account"/>

OK

Cancel


9


Your first bank account has been added to Workday. Scroll here to view details.





**Randy Mandy (100017)**  
Sous Chef (Salaried)

Actions

 Team

 Summary

 Job

 Compensation

More (7)

Default Currency USD

Status Successfully Completed

Last Updated 06/05/2024 04:13 PM

Accounts 1 item

Account Nickname	Country	Bank Name
My Checking Account	United States of America	Fairbanks

Add

Payment Elections 2 items

- 10 From here, you have the option to edit, remove, or view the bank account.

The screenshot shows the Workday interface for Randy Mandy (100017), a Sous Chef (Salaried). The left sidebar contains navigation options: Actions, Team, Summary, Job, Compensation, and More (7). The main content area displays the 'Accounts' section with 1 item. The table below shows the account details, and the 'Edit' button is highlighted.

Bank Name	Account Type	Account Number	Action
Fairbanks	Checking	*****7571	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">View</a>

Below the table is an 'Add' button. At the bottom, the 'Payment Elections' section shows 2 items.

- 11 To add another bank account, click "Add." You can add up to ten bank accounts at a time on Workday.

The screenshot shows the Workday interface for Randy Mandy (100017), a Sous Chef (Salaried). The left sidebar contains navigation options: Actions, Team, Summary, Job, Compensation, and More (7). The main content area displays the 'Accounts' section with 1 item. The table below shows the account details, and the 'Add' button is highlighted.

Account Nickname	Country	Bank Name
My Checking Account	United States of America	Fairbanks

Below the table is an 'Add' button. At the bottom, the 'Payment Elections' section shows 2 items.

- 12 Repeat steps 7 and 8 to add your next bank account, if desired.

9 Digit Routing #  
Between the \* symbols

Account #  
Include all zeros

### Account Information

Account Type \* ☒ Checking ☐ Savings

Routing Transit Number \*


Account Number \*

Bank Name \*

Bank Identification Code


Account Nickname (optional)


- 13 Now that your bank accounts have been entered into Workday, it's time to select how you want to use them. Scroll down to the "Payment Elections" section.





**Randy Mandy (100017)**  
Sous Chef (Salaried)

Actions

 Team

 Summary

 Job

 Compensation

More (7)

Last Updated 06/05/2024 04:13 PM

Accounts 2 items

Bank Name	Account Type	Account Number	Action
Fairbanks	Checking	*****7571	<div>Edit</div> <div>Remove</div> <div>View</div>
Fairbanks	Savings	*****7517	<div>Edit</div>

Add

Payment Elections 2 items

Pay Type	Payment Type	Account
----------	--------------	---------

14

First, we will update the pay type "USA Payroll Payment," which will be used to deposit your regular paychecks.

**Randy Mandy (100017)**  
Sous Chef (Salaried)

Actions

Team

Summary  
Job  
Compensation  
More (7)

**Payment Elections** 2 items

Pay Type	Payment Type	Account
USA Payroll Payment	Outsourced Check	
Expense Payment	Outsourced Check	

15

Click "Edit." You may need to scroll over to see this button.

**Randy Mandy (100017)**  
Sous Chef (Salaried)

Actions

Team

Summary  
Job  
Compensation  
More (7)

**Payment Elections** 2 items

Count number	Distribution	Action
	Balance Yes	Edit
	Balance	Edit



- 16 The Payment Election screen will pop up. Scroll down to view your options.

Implementation - guestservices3

behalf of: Randy Mandy (100017)

MENU GUEST

## Payment Election

Designate how to receive payments. For direct deposit, you must first add a valid account on the previous page. Workday evaluates multiple payment elections in the order you specify. To submit a valid payment election, the last election specified must have a distribution type of balance to capture the remaining amount, or the percentages must add up to 100 percent.

Pay Type USA Payroll Payment

Person Randy Mandy

Default Country United States of America

Default Currency USD

- 17 Click the X to switch your payment type from "outsourced check" to "direct deposit."

Default Country United States of America

Default Currency USD

Number of Elections Allowed 10

Payment Elections 1 item

	Order	*Country	*Currency	*Payment Type
<div><div>+</div><div>-</div></div>	<div>▼</div> <div>▼</div>	<div>× United States of America</div>	<div>× USD</div>	<div>× Outsourced Check</div>

18 Once that field is empty, click it again to view your options.

Default Country United States of America

Default Currency USD

Number of Elections Allowed 10

Payment Elections 1 item

	Order	*Country	*Currency	*Payment Type
<div><div>+</div><div>-</div></div>	<div>▼▼</div>	<div><div>×</div>United States of America<div>⋮</div></div>	<div><div>×</div>USD<div>⋮</div></div>	<div><div> </div></div>

19 Now, select "direct deposit."

Default Currency USD

Number of Elections Allowed 10

Payment Elections 1 item

	Order	*Country	*Currency	*Payment Type
<div><div>+</div><div>-</div></div>	<div>▼▼</div>	<div><div>×</div>United States of America<div>⋮</div></div>	<div><div>×</div>USD<div>⋮</div></div>	<div><div>Search</div><div><div><input type="radio"/> Direct Deposit</div><div><input type="radio"/> Outsourced Check</div></div></div>

OK Cancel

20 Scroll over if needed to enter the desired account.

Default Currency USD

Number of Elections Allowed 10

Payment Elections 1 item

	Order	*Country	*Currency	*Payment Type
		<div>United States of America</div>	<div>USD</div>	<div>Direct Deposit</div>

OK Cancel

21 Click the "Search" field under "Account."

Default Country United States of America

Default Currency USD

Number of Elections Allowed 10

Payment Elections 1 item

*Payment Type	Account	*Balance / Amount / Percent
<div>Direct Deposit</div>	<div>Search</div>	<div><input checked="" type="radio"/> Balance</div> <div><input type="radio"/> Amount</div> <div><input type="radio"/> Percent</div>

## 22 Choose the desired account

Default Currency USD

Number of Elections Allowed 10

Payment Elections 1 item

*Payment Type	Account	*Balance / Amount / Percent
<div>× Direct Deposit</div>	<div>Search</div> <div><div><input type="radio"/> My Checking Account</div><div><input type="radio"/> My Savings Account</div></div>	<div><input checked="" type="radio"/> Balance</div> <div><input type="radio"/> Amount</div> <div><input type="radio"/> Percent</div> <div>0.00</div> <div>0</div>

OK Cancel

## 23 "Balance" is automatically selected. If you want your entire paycheck deposited into that one account, leave "Balance" selected and click "OK." If not, select either "Amount" or "Percent" and fill out the corresponding field.

Default Currency USD

Number of Elections Allowed 10

Payment Elections 1 item

*Payment Type	Account	*Balance / Amount / Percent
<div>× Direct Deposit</div>	<div>× My Savings Account</div>	<div><input checked="" type="radio"/> Balance</div> <div><input type="radio"/> Amount</div> <div><input type="radio"/> Percent</div> <div>0.00</div> <div>0</div>

OK Cancel

24

For example, this is what it would look like if you wanted 10% of your pay going to this account.

Default Currency USD

Number of Elections Allowed 10

Payment Elections 1 item

*Payment Type	Account	*Balance / Amount / Percent
<input checked="" type="checkbox"/> Direct Deposit	<input checked="" type="checkbox"/> My Savings Account	<div><input type="radio"/> Balance</div> <div><input type="radio"/> Amount</div> <div><input checked="" type="radio"/> Percent</div> <div>0.00</div> <div>10</div>

OK Cancel

25

To add your next account to your payroll payment election, click this plus sign.

Default Country United States of America

Default Currency USD

Number of Elections Allowed 10

Payment Elections 1 item

	Order	*Country	*Currency	*Payment Type
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> United States of America	<input checked="" type="checkbox"/> USD	<input checked="" type="checkbox"/> Direct Deposit

**26** You may need to scroll down to view the new payment election line.

Default Currency USD

Number of Elections Allowed 10

Payment Elections 2 items

	Order	*Country	*Currency	*Payment Type
		United States of America	USD	Direct Deposit

OK Cancel

**27** Repeat steps 17-20, and then select the next account you wish to use.

Default Country United States of America

Default Currency USD

Number of Elections Allowed 10

Payment Elections 2 items

*Payment Type	*Balance / Amount / Percent
Direct Deposit	<input checked="" type="radio"/> My Checking Account <input type="radio"/> My Savings Account Search

Balance 0.00  
Amount 0.00  
Percent 0

28

The accounts must be in order by priority, with the Balance account at the end. Use the toggle buttons to change the priority order of the bank accounts with first priority being at the top.

Default Country United States of America

Default Currency USD

Number of Elections Allowed 10

Payment Elections 2 items

	Order	*Country	*Currency	*Payment Type
<div><div>+</div><div>-</div></div>	<div><div>⬇</div><div>⬆</div></div>	<div><div>×</div>United States of America<div>⋮</div></div>	<div><div>×</div>USD<div>⋮</div></div>	<div><div>×</div>Direct Deposit<div>⋮</div></div>

OK Cancel

29

Once you click "OK," you will be redirected back to the Payment Elections page.

Guest Services

MENU

Search

Notifications

Profile

✓ Your changes have been saved

Payslips More

Randy Mandy (100017)

Sous Chef (Salaried)

Actions

Team

Default Country United States of America

Default Currency USD

Status Successfully Completed

Last Updated 06/05/2024 04:30 PM

Accounts 2 items

Account Nickname	Country	Bank Name
My Checking Account	United States of America	Fairbanks

30






For this example, we are only using two banks accounts, so we will select "Balance" in order to direct the remainder of the payment to the second account.

Default Country United States of America

Default Currency USD

Number of Elections Allowed 10

Payment Elections 2 items

	*Payment Type	Account	*Balance / Amount / Percent
	 Direct Deposit 	 My Checking Account 	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="radio"/> Percent
			0.00
			0

OK Cancel



31 Scroll over to edit the Expense Payment election.

The screenshot shows the HR system interface for Randy Mandy (100017), Sous Chef (Salaried). The left sidebar contains navigation links: Actions, Team, Summary, Job, Compensation, and More (7). The main content area displays the 'My Savings Account' section for the 'United States of America' and 'Fairbanks' location. Below this is an 'Add' button and a 'Payment Elections' table with 3 items. The table has columns for Pay Type, Payment Type, and Account. The 'Expense Payment' row is highlighted with an orange circle, indicating the next step is to edit it.

Pay Type	Payment Type	Account
	Direct Deposit	My Checking
Expense Payment	Outsourced Check	

32 Click "Edit"

The screenshot shows the same HR system interface as before, but the 'Payment Elections' table now has an 'Action' column. The 'Expense Payment' row is highlighted in blue, and an 'Edit' button is visible in the 'Action' column, circled in orange to indicate it should be clicked.

	Action
	Edit

33 Again, follow steps 17-20 to select direct deposit.

Pay Type	Expense Payment
Person	Randy Mandy
Default Country	United States of America
Default Currency	USD
Number of Elections Allowed	1

Payment Elections 1 item

	Order	*Country	*Currency
<input type="radio"/>		<input type="radio"/> Direct Deposit	
<input type="radio"/>		<input type="radio"/> Outsourced Check	
<input type="text" value="Search"/>			

OK Cancel

34 Select the bank account you want your expense reimbursement payments to go to. You can only choose one account for expense reimbursements, so "Balance" is the only option shown.

Pay Type	Expense Payment
Person	Randy Mandy
Default Country	United States of America
Default Currency	USD
Number of Elections Allowed	1

Payment Elections 1 item

	*Payment Type	*Balance / Amount / Percent
<input type="radio"/>	<input type="radio"/> My Checking Account	<input checked="" type="radio"/> Balance
<input type="radio"/>	<input type="radio"/> My Savings Account	
<input type="text" value="Search"/>		

OK Cancel

### 35 Click "OK"

Pay Type Expense Payment







Person Randy Mandy

Default Country United States of America

Default Currency USD

Number of Elections Allowed 1

Payment Elections 1 item

	*Payment Type	Account	*Balance / Amount / Percent
	 Direct Deposit 	 My Checking Account 	 Balance



Cancel