ADD DIRECT DEPOSIT ACCOUNT INFORMATION



Setting up a Payment Election involves first setting up bank accounts for direct deposit and then distributing particular pay types to these accounts.

This job aid currently applies to the LSU A&M campus only because LSU A&M is the only campus that has implemented multi-factor authentication. All other campuses should submit the AS: 35 - Authorization Agreement for Direct Deposits paper form to LSU A&M Payroll or the employee campus HR office.

From the Pay worklet:

1. Click Payment Elections under Actions.

Workday

Pay	
Actions	View
Withholding Elections	Payslips
Payment Elections	Timesheets
	Total Compensation
	Historical Activity Pay
	Merit Statement History
	More (3)

2. In the Accounts section, click the Add button to add an account.

0.001	white the try						
Jefault Country	United States	of America					
Jefault Currency	USD						
Status	Successfully	Completed					
	06/16/2021 (11-44 PM					
last Updated	00/10/20211						
Last Updated	00/10/20211						
Last Updated	00/10/2021					Turn on	the new tables view
Last Updated	00/10/20211					Turn on	the new tables view C
ast Updated Accounts 1 item	00/10/20211	Country	Bank Name	Account Type	Account Number	Turn on	the new tables view C
Accounts 1 item Account Nickname WHITNEY BANK ****	**7733	Country United States of America	Bank Name WHITNEY BANK	Account Type Checking	Account Number	Turn on Edit	the new tables view C
Accounts 1 item Account Nickname WHITNEY BANK ****	***7733	Country United States of America	Bank Name WHITNEY BANK	Account Type Checking	Account Number	Tum on Edit Remove	the new tables view C X표 후 대
Accounts 1 item Account 1 item WHITNEY BANK ****	₩7733	Country United States of America	Bank Name WHITNEY BANK	Account Type Checking	Account Number	Tum on Edit Remove View	the new tables view C X표 후 🖬

EMPLOYEE MANAGE PAYMENT ELECTIONS (DIRECT DEPOSIT)

3. Complete the Account Information.

SU Workday

- a. Add a **Nickname** to help identify the account (optional).
- b. Enter the Routing Transit Number, Bank Name, and Account Number.
- c. Select the Account Type (Checking or Savings).
- d. Optionally, you can enter a **Bank Identification Code**.
- 4. Click **OK** to save. Once the account has been added, the account can be used to make payment elections.

Account Nickname (option	al)	
Routing Transit Number	*	
Bank Name	*	
Bank Identification Code		
Account Type	 Checking Savings 	
Account Number	*	

Keep in mind that employees may have their paycheck split between 4 accounts.

CHANGE DIRECT DEPOSIT ACCOUNT INFORMATION

From the Pay worklet:

1. Click Payment Elections under Actions.

Actions	View
Actions	VIEW
Withholding Elections	Payslips
Payment Elections	Timesheets
	Total Compensation
	Historical Activity Pay
	Merit Statement History
	More (3)

2. In the Accounts section, click the appropriate Edit button to update the account information.

ed States of America					
ê.					
cessfully Completed					
6/2021 01:44 PM					
					Turn on the new tables view
					/∄ ⊽ ⊟ .'
Country	Bank Name	Account Type	Account Number		
3 United States of America	WHITNEY BANK	Checking	******7733	Edit	*
				Remove	
				View	
3	ted States of America) .ccessfully Completed 16/2021 01:44 PM Country 33 United States of America	ted States of America) .ccessfully Completed 16/2021 01:44 PM Country Bank Name United States of America WHITNEY BANK	ted States of America) :ccessfully Completed 16/2021 01:44 PM Country Bank Name Account Type 32 United States of America WHITNEY BANK Checking	ted States of America) :cessfully Completed 16/2021 01:44 PM Country Bank Name Account Type Account Number 33 United States of America WHITNEY BANK Checking *****7733	ted States of America) :cessfully Completed 16/2021 01:44 PM Country Bank Name Account Type Account Number 33 United States of America WHITNEY BANK Checking *****7733 Edit Remove

3. Change the appropriate Account Information.

Workday

4. Click **OK** to save. When changing account information, all payment elections that use the account are updated automatically. Note: When a new employee enters a bank account for the first time, Workday selects that account for payroll and expense payments by default.

Account Information	on
Account Nickname (optional)	Checking
Routing Transit Number *	123456789
Bank Name *	WHITNEY BANK
Bank Identification Code	
Account Type *	Checking
	• Savings
Account Number *	001122334
OK Cance	1

ADD PAYMENT ELECTION

From the Pay worklet:

1. Click Payment Elections under Actions.

SU Workday

Pay	
Actions	View
Withholding Elections	Payslips
Payment Elections	Timesheets
	Total Compensation
	Historical Activity Pay
	Merit Statement History
	More (3)

- 2. In the **Payment Elections** section, click the **EDIT** icon next to Payroll Payment to add a new election/account or next to Expense Payment to change the election/account.
 - a. **Payroll Payment** Your paycheck is deposited into the accounts designated as Payroll Payments. You are allowed up to four (4) different bank accounts to distribute your paycheck amongst.
 - b. Expense Payment Any Expense Reimbursement payments you receive are deposited into the bank account designated for Expense Payments. In addition to the 4 Payroll accounts you are allowed, you may add one (1) entirely different bank account to deposit your Expense Payments.

ayment Elections 2 iter	ns				XII =
		Paym	ent Elections		
Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll Payment	Direct Deposit	WHITNEY BANK *****7733	******7733	Balance	Edit
				Yes	
Expense Payment	Direct Deposit	WHITNEY BANK ******7733	*****7733	Balance	Edit
				Vas	

3. Click the **PLUS** sign (+) to add the election.

Workday

Рау Туре	Payroll Payment				
Person	Mike The Tiger				
Default Country	United States of America				
Default Currency	USD				
Number of Elections Allowed	4				
Payment Elections 2 items					≅⊡ .'
Payment Elections 2 items		*Currency	*Payment Type	Account	च ि ⊾" *Balance / Amount / Percent
Payment Elections 2 items		*Currency	*Payment Type	Account	
Payment Elections 2 items		*Currency	*Payment Type	Account.	*Balance / Amount / Percent

- 4. Enter the following required fields:
 - a. In the **Country** box, click the prompt and select the **United States of America** (LSU deposits funds only into banks residing in the United States, and, therefore, **United States of America** is the only option available).
 - b. The Currency will auto default to USD.
 - c. Under Payment Type, click the prompt and select Direct Deposit.
 - d. In the **Account** field, click the prompt and select the appropriate Bank Account.
 - e. Choose the distribution method; **Amount** or **Balance**. Select Amount if you want to enter a specific dollar amount to be paid to the account. Select Balance if you want the remaining balance of your paycheck to be sent to this account.

Payment Elec	ctions 2 iter	ns				Ŷ
0	Order	*Country	*Currency	*Payment Type	Account	* Balance / Amount / Percent
÷	₹ *	X United States of America	× USD 🗮	X Direct Deposit	X My Savings	Balance Amount 500.00
	▲ ▲	United States of America	USD	Direct Deposit	My Checking	Balance Amount 0.00

5. Click **OK** to save your changes.



You must have the Balance option selected for the **last election**. Use the arrows in the Order column to adjust the order.

6. You should now see the new distribution added to your Payment Elections.

Payment Elections 3 items					
		P	ayment Elections		
Рау Туре	Payment Type	Account	Account Number	Distribution	
Payroll Payment	Direct Deposit	My Savings	******7733	Amount	Edit
				500.00	
	Direct Deposit	My Checking	******7733	Balance	
				Yes	
Expense Payment	Direct Deposit	My Checking	******7733	Balance	Edit
				Yes	
4					

CHANGE PAYMENT ELECTION

U Workday

From the **Pay** worklet:

1. Click Payment Elections under Actions.

- Pay	
Actions	View
Withholding Elections	Payslips
Payment Elections	Timesheets
	Total Compensation
	Historical Activity Pay
	Merit Statement History
	More (3)

2. In the Payment Elections section, click the Edit button.

	Payment Elections					
Рау Туре	Payment Type	Account	Account Number	Distribution		
Payroll Payment	Direct Deposit	NEIGHBORS FCU ******0014	******0014	Balance Yes	Edit	
Expense Payment	Direct Deposit	NEIGHBORS FCU *****0014	*****0014	Balance	Edit	

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3. On the Payment Elections screen, make updates to the appropriate fields. These include Account and Balance/Amount.

Payment Elections 2 items						٢		
0	Order	*Country	*Currency	*Payment Type	Account	* Balance / Amount / Percent		
	₹ ₹	X United States of America	X USD	X Direct Deposit	X My Savings	Balance Amount 500.00		
÷	▲ ▲	United States of America	USD	Direct Deposit	My Checking	Balance Amount 0.00		

4. If you wish to delete a Payment Election, click the **Minus** icon next to the Payment Election you wish to delete.

0	Order	*Country	*Currency	*Payment Type	Account	* Balance / Amount / Percent
⊕⊝	₹ *	X United States of America	× USD 🗮	X Direct Deposit	X My Savings	Balance Amount 500.00
⊕ ⊖	▲ ▲	United States of America	USD	Direct Deposit	My Checking	Balance Amount 0.00

5. Click **OK** to save your changes.

Workday