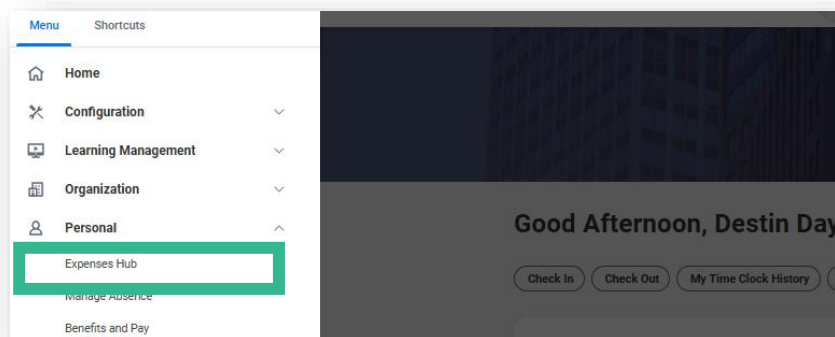
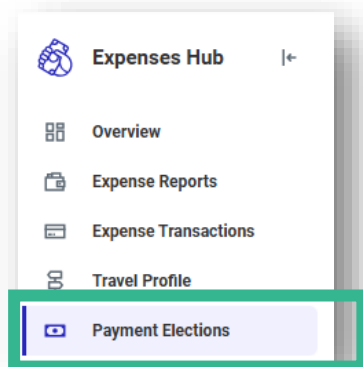


Workday: Banking & Payment Elections

Step 1: Access the Expense Hub from your Workday Menu



Step 2: Select Payment Elections



Step 3: Confirm Routing & Banking Account Number is correct by selecting Edit, Remove, or View

NOTE: Although banking information will be carried over from PeopleSoft, please confirm information is correct.

Accounts 1 item					
Account Nickname	Country	Bank Name	Account Type	Account Number	Action
Checking: CENTIER BANK	United States of America	CENTIER BANK	Checking		Edit Remove View

Step 4: Confirm Payroll Payment Elections are set up with the correct Bank Account

Payment Elections 2 items		Payment Elections				Action
Pay Type	Payment Type	Account	Account Number	Distribution	Balance	
Payroll	Direct Deposit	Checking: CENTIER BANK		Yes	Yes	Edit

Step 5: Confirm all information is correct

Payment Elections 2 items		
Pay Type	Payment Type	Account
Payroll	Direct Deposit	Checking: CENTIER BANK

