Workday Expenses

Reference Guide

PAYMENT ELECTION- Setup for Workers taking a course and Grad Students

To setup your Direct Deposit Payment Election for Workers (employees) who are also taking a course and Grad students to receive your reimbursements via Direct Deposit:

- Login to Workday (UR Financials) using your UR Active Directory credentials

  LOGIN - **UR Financials**
  UR Financials › adminfinance › urfinancials › workday-login

- Navigate to **Payment Elections** by typing in your Workday search bar:

  Q pay ele

  Payment Elections
  Report

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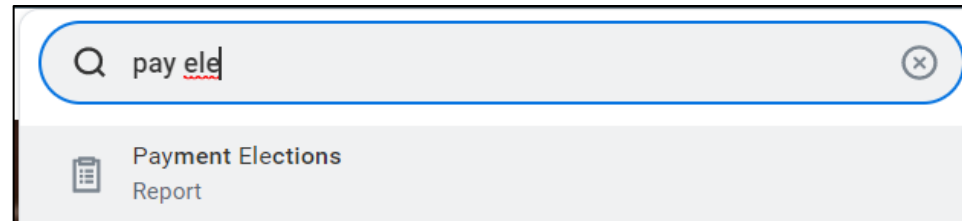
- Click on the Report and it will automatically run for you.

- Read the Instructional/Help Text at the top.

- Your payment election status is Successfully Completed due to your Workday Student payment elections.

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Payment Election Setup-Workers taking a course and Grad students

- Scroll down to the **Payment Elections Requiring Setup** section

- Select **ADD** to setup your Expense Payment election

Student Refund Election Rule	Direct Deposit	Debit	******5434	Balance Yes	Edit

Turn off the r

Payment Elections Requiring Setup 1 item

Pay Type		Default Payment Type	Description	
Expense Payment		Check	No elections found.	Add

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Payment Election Setup-Workers taking a course and Grad students

- Review the Instructional text, authorization for direct deposit request or change.

Payment Election

If you are editing your Student Payment election rule, you will not be able to make an online payment using this bank account until you have completed the authorization form that appears in your inbox.

If you don't see the form in your inbox immediately, please refresh your page!

For all other payment election rules.

By submitting a direct deposit request or change, I authorize my payment to be sent to the designated financial institution(s) to be deposited into the specified account(s). The authority is to remain in full force and effect until I create a change in such time and in such manner as to afford the University of Rochester a reasonable opportunity to act on it. I agree not to hold the University of Rochester responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or due to an error on the part of my financial institution in depositing funds to my account. In the event that the University deposits funds erroneously into my account, I authorize the University of Rochester to debit my account for the amount, not to exceed the original amount of the erroneous credit.

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Payment Election Setup-Workers taking a course and Grad students

- Scroll down to view the Payment Elections section
- Enter the required fields:
  - Country – select USA from the dropdown
  - Currency – USD will auto-populate
  - Payment Type – select **Direct Deposit** from the dropdown
  - Account – select Debit or the bank account
  - Balance – select the circle to have the balance of your reimbursement deposited into the account

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

Payment Elections 1 item

	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
⊕ ⊖	▽ ▽	✕ United States of America	✕ USD	✕ Direct Deposit	✕ Debit	● Balance

OK   Cancel

Payment Election Setup-Workers taking a course and Grad students

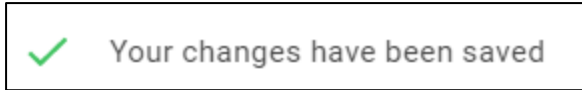- When the required fields are entered, select OK

Number of Elections Allowed   1

Payment Elections 1 item

⊕	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
⊕ ⊖	▼ ▼	✕ Uni ☰	✕ USD ☰	✕ Direct Deposit ☰	✕ Debit ☰	● Balance

OK   Cancel

A confirmation will briefly display for a few seconds at the top of your screen:

✓ Your changes have been saved

Your screen will update to reflect your Bank Account and all Payment Elections. Note that now your Payment Elections screen provides the ability for you to initiate changes as well.

Payment Elections 3 items

		Payment Elections			
Pay Type	Payment Type	Account	Account Number	Distribution	
Student Payment	Direct Debit	Debit	******54	Balance Yes	Edit
Student Refund Election Rule	Direct Deposit	Debit	******54	Balance Yes	Edit
Expense Payment	Direct Deposit	Debit	******54	Balance Yes	Edit

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Your Payment Elections information: shows you setup a Direct
Deposit bank account for your Expense Payments (reimbursements)

Expense Payment	Direct Deposit	Debit	******5434	Balance
				Yes

To return to the homepage click on the UR logo in the upper-left corner