



Onboarding Payment Elections – Job Aid

From Home Page;

- 1) Click on **Inbox** icon or card
- 2) Click on “Payment Election Enrollment Event”

A screenshot of the Workday Inbox interface. At the top, there is a blue header with the word "Inbox" in white. Below the header, there are two tabs: "Actions (6)" and "Archive". Under the "Actions (6)" tab, there are two dropdown menus: "Viewing: All" and "Sort By: Newest". The main content area displays a list of five items, each with a title, a timestamp, and a star icon. The items are: "Enter SSN: Analyst, Human Resources - [redacted]", "Enter Contact Information: Analyst, Human Resources [redacted]", "Enter Personal Information: Analyst, Human Resources: [redacted]", "Change Emergency Contacts", and "Payment Election Enrollment Event". A red arrow points to the "Payment Election Enrollment Event" item, which is highlighted in a light gray background.

Inbox

Actions (6) Archive

Viewing: All Sort By: Newest

Enter SSN: Analyst, Human Resources - [redacted] 38 minute(s) ago ☆

Enter Contact Information: Analyst, Human Resources [redacted] 38 minute(s) ago - Effective 01/28/2019 ☆

Enter Personal Information: Analyst, Human Resources: [redacted] 38 minute(s) ago - Effective 01/28/2019 ☆

Change Emergency Contacts 38 minute(s) ago - Due 01/30/2019 ☆

Payment Election Enrollment Event 38 minute(s) ago - Due 01/30/2019 ☆

- 3) The form to be completed will appear on the right-hand side of the screen

4) Select your Preferred payment method for Regular and Expense.

- If you elect Direct Deposit for either of these items, you will be asked to enter your account information.
- You will need to complete the fields indicated by a **RED** asterisk *****.

Account Information

Account Nickname (optional)

Account Type ***** Checking Savings

Bank Name *****

Routing Transit Number *****

Account Number *****

Additional Information

Bank Identification Code

5) Once you have completed your elections, Click the **OK** button at the bottom of the screen.