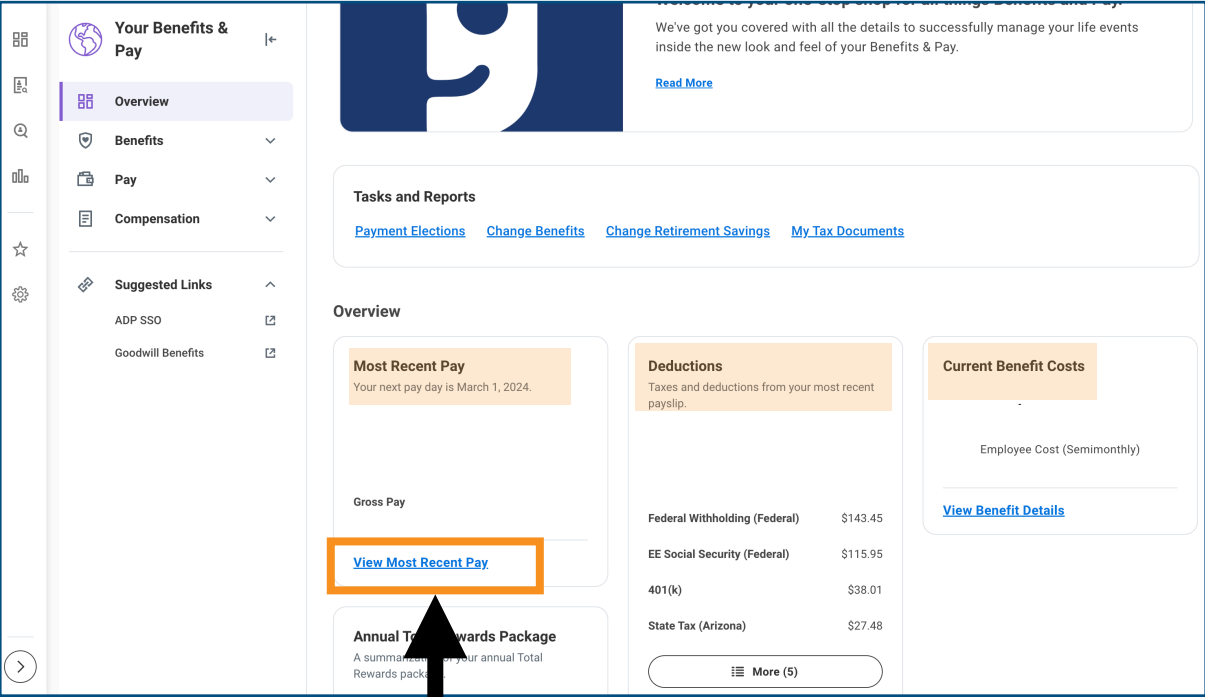


# How To View Your Current Payment

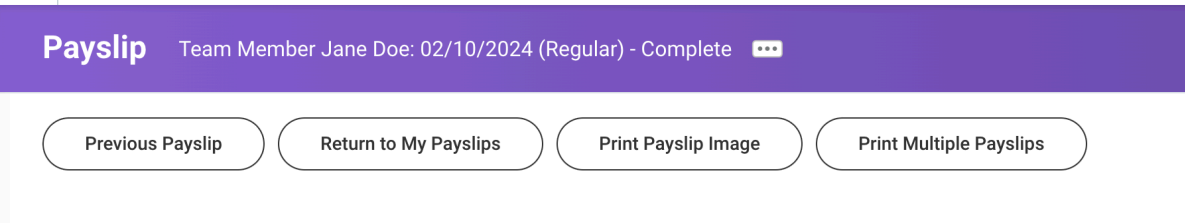
1. Click the *Benefits and Pay* app in Workday.



2. On the overview page, you will be able to view **your most recent payment, tax deductions for the current pay period, and benefit deductions for the current pay period.**



**Note:** Click the blue “View Most Recent Pay” link to view more detailed information about your payments and to view/print current and previous paystips.

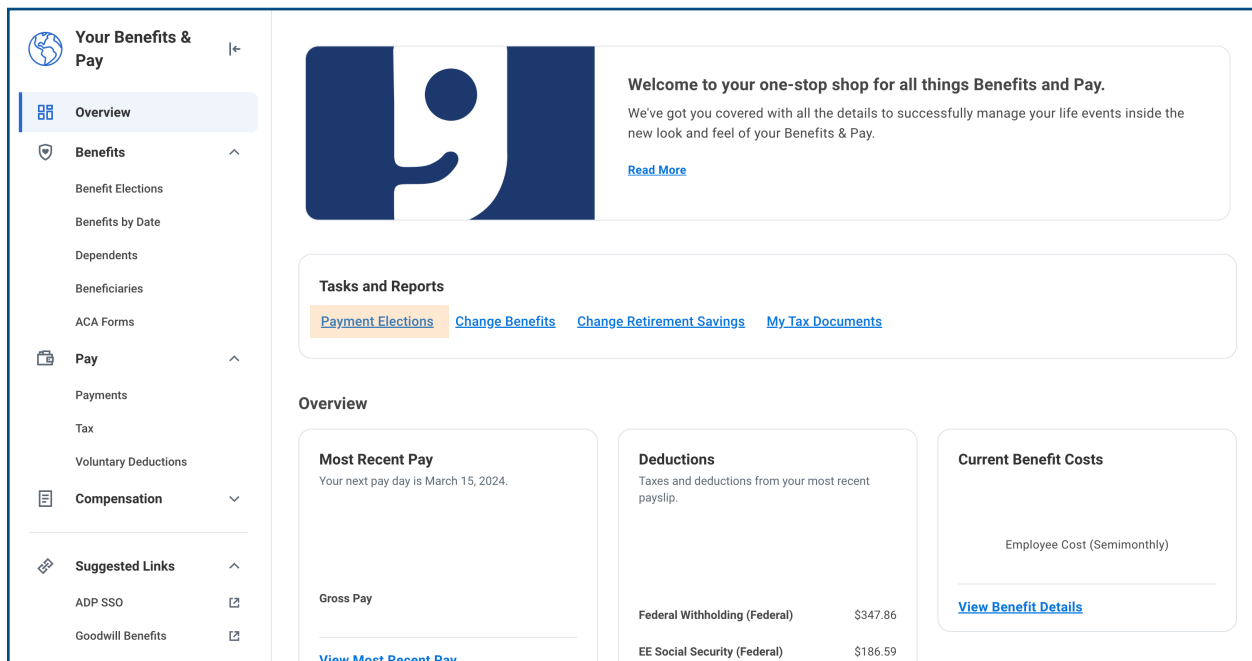


# How To Edit Your Payment Elections

1. Click the **Benefits and Pay** app in Workday.

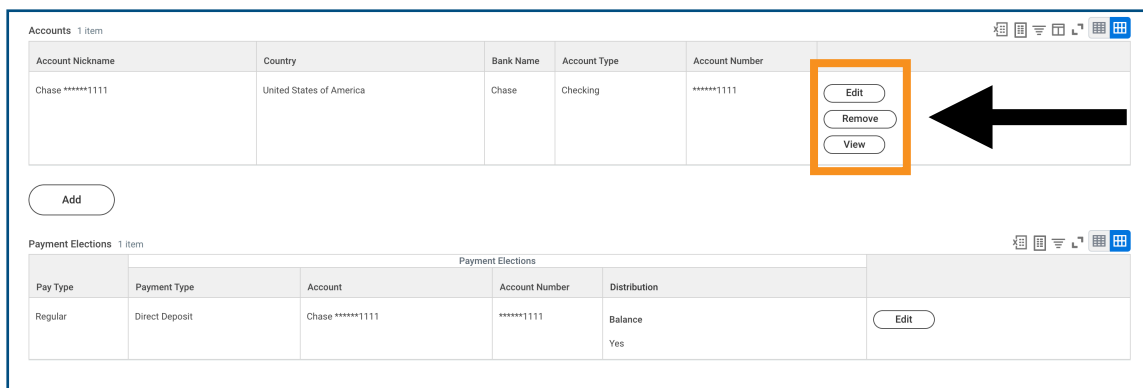


2. On the overview page, click the blue **“Payment Elections”** link.



**Click** the appropriate action to **Edit**, **Remove** or **View** your account information. Then click the orange **“OK”** button to save your changes.

OK



**Click Add** to add a Checking or Savings Account.

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Chase *****1111	United States of America	Chase	Checking	*****1111	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>

←

Payment Elections 1 item

Pay Type	Payment Type	Account	Account Number	Distribution	
Regular	Direct Deposit	Chase *****1111	*****1111	Balance Yes	<input type="button" value="Edit"/>

*Enter the required information and click the orange "OK" button to save your changes.*

Use account information to use when you create payment elections.

Account Holder Name: Christine McBride  
 Account Country: United States of America

Sample Check

Account Information

Account Type:  Checking  Savings

Routing Transit Number:

Account Number:

Bank Name:

Bank Identification Code:

Account Nickname (optional):

**Click Edit** to edit your payment elections.

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Chase *****1111	United States of America	Chase	Checking	*****1111	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>

Payment Elections 1 item

Pay Type	Payment Type	Account	Account Number	Distribution	
Regular	Direct Deposit	Chase *****1111	*****1111	Balance Yes	<input type="button" value="Edit"/> ←

*Enter the appropriate information. If you have more than one account on file, you can choose to distribute your payments by a specific amount or a percentage.*

*Click the orange “OK” button to save your changes.*

**\*Balance / Amount / Percent**

Balance

Amount

Percent