



## JWA Workday Training

Managing Pay Options - Desktop

## Managing Payment Options

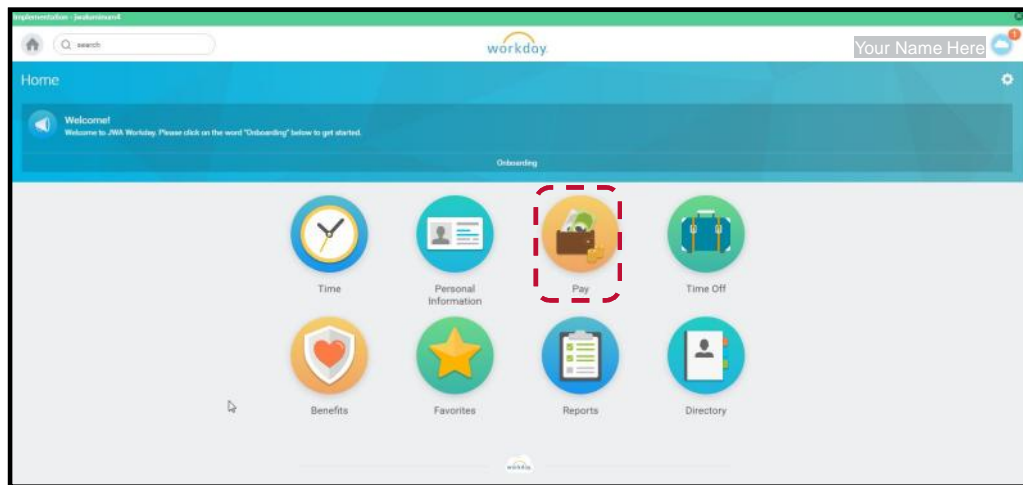
This module covers:

- Adding an account for direct deposit
- Changing payroll distribution levels within accounts
- Deleting an account



This module will cover adding an account, changing distribution amounts, and deleting an account

## Pay Worklet on Home Page – Manage Pay Options



After Logging In, on the Home Page, select the **"Pay"** Worklet.

## Payment Options – Adding an Account

The screenshot shows the JW Aluminum portal interface. At the top, there's a 'Pay' button highlighted with a red box. Below it, the 'Payment Elections' screen is displayed. The screen has a header 'Payment Elections Your Name Here' and a sub-header 'Select how to receive pay (you'll be asked to pay for many types of pay, but this is only for the bank accounts to use for payment election)'. Below this, there's a table with columns: Account Nickname, Country, Bank Name, Account Type, and Account Number. The table contains one row with the following data: Account Nickname: arvest, Country: United States of America, Bank Name: arvest, Account Type: Checking, Account Number: \*\*\*\*5796. To the right of the table, there are two buttons: 'Change Account' and 'Delete Account'. At the bottom of the screen, there is an 'Add Account' button. A red arrow labeled '1' points from the 'Pay' button to the 'Payment Elections' button in the 'Actions' menu. A red arrow labeled '2' points from the 'Add Account' button at the bottom of the 'Payment Elections' screen to the 'Add Account' button in the 'Actions' menu.

Account Nickname	Country	Bank Name	Account Type	Account Number
arvest ****5796	United States of America	arvest	Checking	****5796

Buttons: Change Account, Delete Account, Add Account

1. After clicking the **“Pay”** Worklet on the Home page, select and click the **“Payment Elections”** button on the Pay **“Actions”** menu.
2. To add a new account to your profile, select **“Add Account”** at the bottom of the screen.

## Payment Options – Adding an Account

The diagram illustrates the process of adding a bank account by extracting information from a sample check and entering it into a digital form.

**Sample Check Information:**

- Payee: Jonathon Doe, 4321 Main St, Anywhere, CA 94000
- Bank Name: YOUR BANK NAME
- Routing Number: 123456789 (indicated by a blue box)
- Account Number: 0001234567890 (indicated by an orange box)
- Check Number: 123

**Account Information Form:**

- Account Nickname (optional): 1 BoA
- Account type: 2 ☒ Checking, ☐ Savings
- Bank Name: 3 Bank of America
- Routing Transit Number: 4 123456789
- Account Number: 5 0001234567890
- OK button: 6

**Annotations:**

- A green box on the check highlights the bank name, which is entered into the form.
- A blue box on the check highlights the routing number, which is entered into the form.
- An orange box on the check highlights the account number, which is entered into the form.
- A yellow callout box states: "Critical – Verify Bank Name, Routing, and Account # are accurate and exactly as shown on check."

1. Optional – Assign the account an “**Account Nickname**” for ease of reference.
2. Select the “**Account Type**” either “**Checking**” or “**Savings**.”
3. Select the “**Bank Name**” as found on your check (*as indicated by the Green Box*). It must be exactly as it appears on your check or bank account paperwork.
4. Enter the 9-digit “**Routing Transit Number**” as found on your check (*as indicated by the Blue Box*).
5. Enter your “**Account Number**” as found on your check (*indicated by the Orange Box*). Note, include all the Zeros that might be part of the account number, but take caution not to include the check number.
6. Review information for accuracy and press “**OK**.”

## Payment Options – Added Account Confirmation

Total # of Accounts should reflect added account

Accounts: 2 Items				
Account Nickname	Country	Bank Name	Account Type	Account Number
arvcot *****6789	United States of America	arvcot	Checking	*****6789
BoA	United States of America	Bank of America	Checking	*****7890

Should reflect last four digits of Checking / Savings Account #



1. Review the “**Accounts**” screen to confirm accuracy.

## Payment Options – Changing Elections

Payment Elections: 2 Items					
Pay Type	Payment Type	Account	Account Number	Distribution	
Regular Payroll	Direct Deposit	000001 *****5180	*****5180	Balance Yes	<b>1</b> Change Election
Disburse	Direct Deposit	000001 *****5700	*****5700	Balance Yes	Change Election

**Payment Election**

Doing elections for income payments. For direct deposit you must first set up accounts on the previous page. If an account is not available, return to the previous page and add it to the list of valid accounts. If multiple disburse are allowed, designate the order and distribution of payments. This is done via the payment election. The first election specified must have a distribution type of balance to capture the remaining amount, or the percentage must add up to 100 percent.

Pay Type: Regular Payroll  
 Worker: Your Name Here  
 Default Country: United States of America  
 Default Currency: USD  
 Number of Accounts Allowed: 5

Payment Elections: 1 Item

Order	Country	Currency	Payment Type	Account	Balance / Amount / Percent
1	United States of America	USD	Direct Deposit	000001 *****5180	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="radio"/> Percent: 0



Once new accounts are added, or old ones deleted, you may choose to alter the distribution of your payments to the accounts. You can do this both for new accounts and existing accounts. To do this:

- 1. Select the account you wish to edit.** Note, if you have added a new account, it does not appear on the list yet. Press the **“Change Election”** button to reveal the **“Payment Election”** screen.

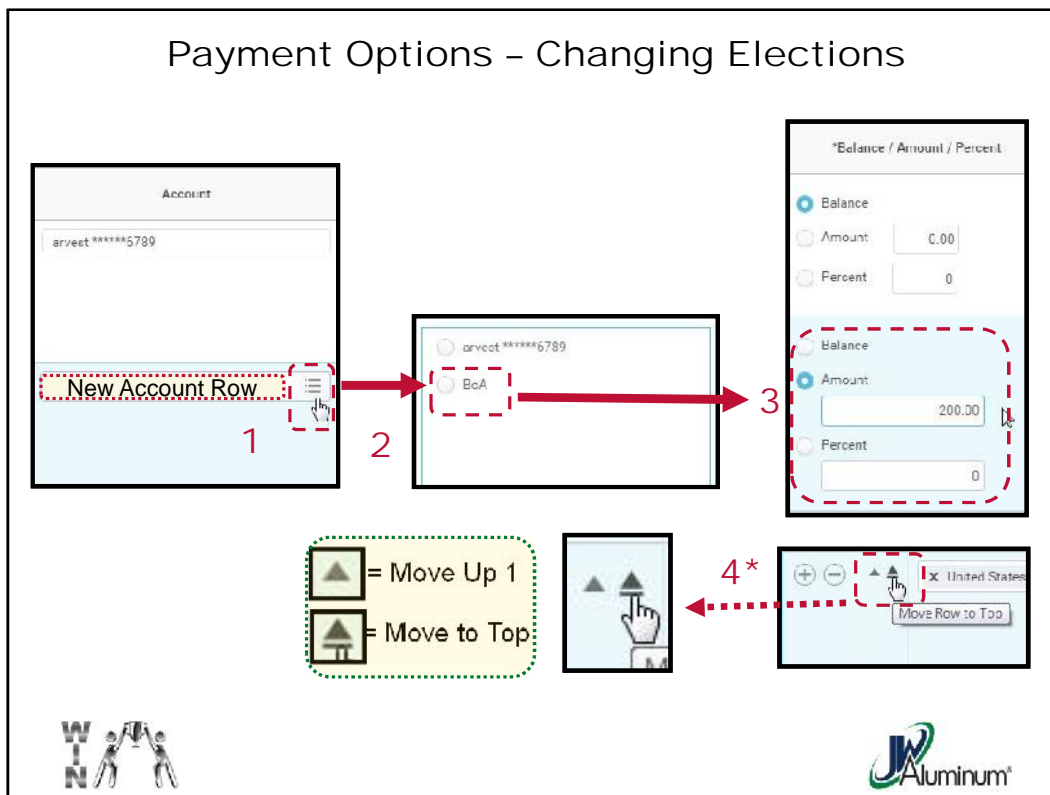
## Payment Options – Changing Elections

The screenshot displays the 'Payment Elections' window. It features a table with columns for Country, Currency, and Payment Type. A red arrow labeled '1' points to a '+' icon in the top left corner of the table. A callout box with a red arrow pointing to the '+' icon contains the text 'Step 1 will add a new row'. Below the table, a red dashed box highlights the first row, which is populated with 'United States of America' for Country, 'USD' for Currency, and 'Direct Deposit' for Payment Type. Red arrows labeled '2', '3', and '4' point to the respective dropdown menus for Country, Currency, and Payment Type in the first row.

1. If the account you added does not appear, click on the “+” sign on the left portion of the existing account. This will add a row.
2. For the new row, populate the “**Country**.” Using the Dropdown Icon, chose the “**United States of America**.”
3. For “**Currency**,” use the dropdown box and select “**USD**.”
4. For the “**Payment Type**,” use the dropdown box and select “**Direct Deposit**.”







1. In the new row populate the "**Account**" by clicking on the Dropdown Icon.
2. Choose the desired account from the dropdown list. In this example, "**BoA**" is chosen.
3. For funds distribution determine the amount and enter as follows:
  - If you are changing this account to be the main account where the balance of funds is deposited, select "**Balance**." Note, only one account can be designated as "**Balance**."
  - If you desire to designate a fix \$ amount into the selected account, select "**Amount**" and enter the value.
  - If you desire to designate a percentage (%) of your payment into the selected account, select "**Percent**" and **enter the %**.
4. For the distribution to work as designed you need to arrange the distribution of the accounts in the sequence you desire. Note, if the account you are editing is not the "**Balance**" account, it must be moved up the screen, either moved up 1 or to the top by selecting the appropriate up arrow on the left portion of the row.

## Payment Options – Election Change Confirmation

1

\*Balance / Amount / Percent

☐ Balance

☒ Amount

☐ Percent

☒ Balance

☐ Amount

☐ Percent

2

OK

3

Pay type	Payment type	Account	Account Number	Distribution
Regular Payroll	Direct Deposit	BoA	*****/8700	Amount 200.00
	Direct Deposit	arvest *****6789	*****/6789	Balance 1.00

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1. Review the accounts to confirm the distribution is in the desired hierarchy. The account where the **“Balance”** of distribution ***MUST be on the bottom row.***
2. After distribution hierarchy is confirmed, press **“OK”** button located at the left lower corner of the screen.
3. The **“Payment Elections”** screen reappears. Confirm the distribution appears as desired.

## Payment Options – Deleting an Account

**Step 1: Payment Elections**

Pay Type	Payment Type	Amount	Account Number	Distribution
Regular Payroll	Direct Deposit	BuA	*****5678	Account 200.00

**Step 2: Payment Elections**

Order: United States of America | Currency: USD | Payment Type: Direct Deposit | BuA

**Step 3: Accounts**

Account Nickname	Country	Bank Name	Account Type	Account Number
BuA	United States of America	Bank of America	Checking	*****5678

**Step 4: Account to Delete**

Account Nickname	Bank Name	Account Type	Account Number
BuA	Bank of America	Checking	*****5678

**Step 5: OK**

To delete an existing account, the distribution of funds must be edited before the account can be deleted. **To Delete:**

1. At the **“Payment Elections”** screen select **“Change Election”** on the account you wish to delete.
2. When the **“+”** and **“-”** appears on the screen to the left, press the **“-”** sign to remove the row.
3. Back at the **“Accounts”** screen select **“Delete Account”** for the account you wish to delete.
4. Review the **“Account to Delete”** screen to confirm the selected deletion is the one you desired.
5. Press **“OK”** in the bottom left portion of the screen to complete the process.