JWA Workday Training

Setting Up Expense Reimbursement Options - Desktop
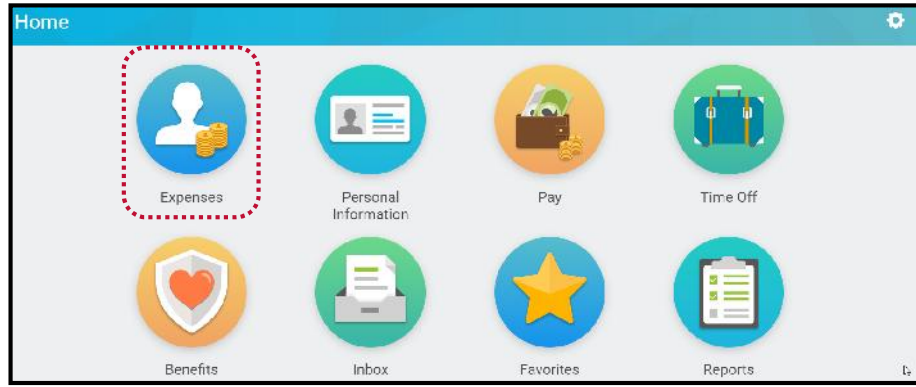
Managing Expense Payment Options

This module covers:

- Adding an account for direct deposit

- Designating Accounts for Funds Distribution.

This module will cover adding an account and designating which account the expense reimbursement will be deposited.

Expense Worklet on Home Page – Manage Pay Options

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

Payment Options – Adding an Account

1. After clicking the "**Expenses**" Worklet on the Home page, select and click the "**Payment Elections**" button on the Expenses' "**View**" menu.

2. To add a new account to your profile, select "**Add Account**" at the bottom of the screen.

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**."

1. Review the "**Accounts**" screen to confirm accuracy.

Payment Options – Designating an Account

Scroll Down to the bottom of the screen to reveal the "**Payment Elections**" section.

On the line beside the "**Expense Payment**" click the "**Add**" button.

When the next "**Payment Elections**" screen opens, click the "**+**" sign to add a row.

Payment Options – Designating an Account

The added row is highlighted in <u>blue</u>. To populate:

1. In the "**Country**" box click on the **Dropdown Menu** icon and when the menu opens, choose "**United States of America**." Once chosen, the "**Currency**" will automatically populate "**USD**."

2. For "**Payment Type**" click on the **Dropdown Menu**. When the menu opens select "**Direct Deposit**."

Payment Options – Selecting Account
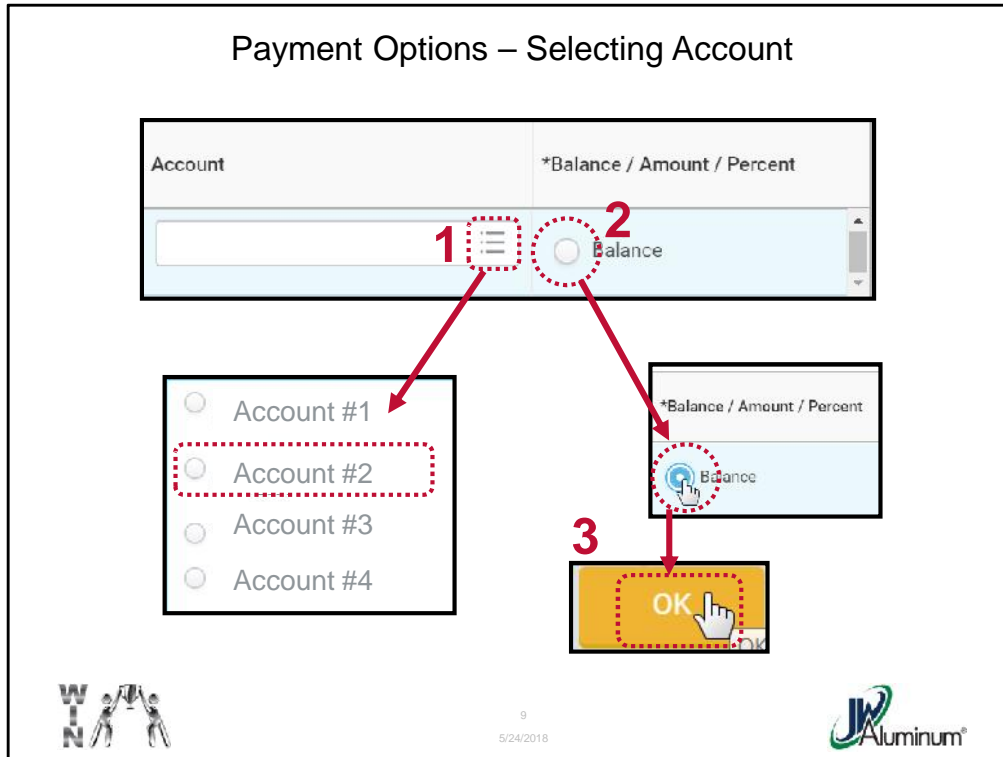
Designate an account by clicking on the **Dropdown Menu** icon, then clicking in the **circle** beside the account of choice.

Under "**Balance / Amount / Percent**" click the **circle** beside "**Balance**."

When all information is correct, click the "**OK**" button.

Payment Options – Added Account Confirmation

When the "**Payment Elections**" screen reappears, confirm the "Expense Payment" designation is as desired.