

Get Ready for the Fall 2024

Semester

How to Create a Refund Account

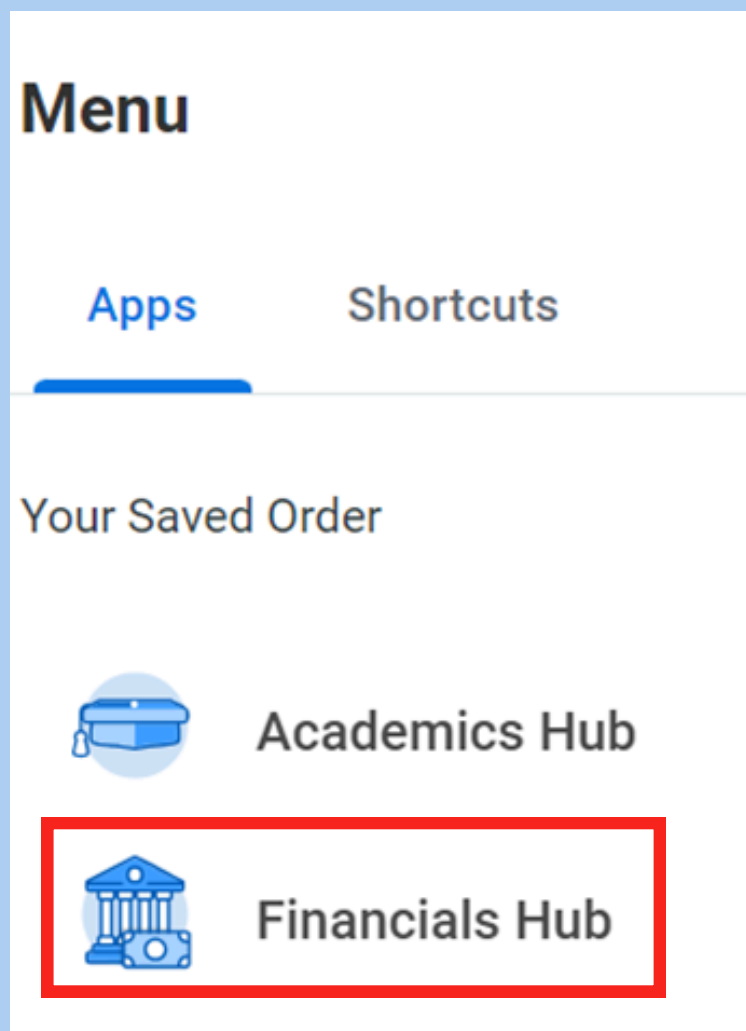


Tips for Fall 2024 Billing in Workday

Start by going to your Workday Student portal

➔ Go to your Financials Hub


➔ Under Suggested Links select **Payment Elections**




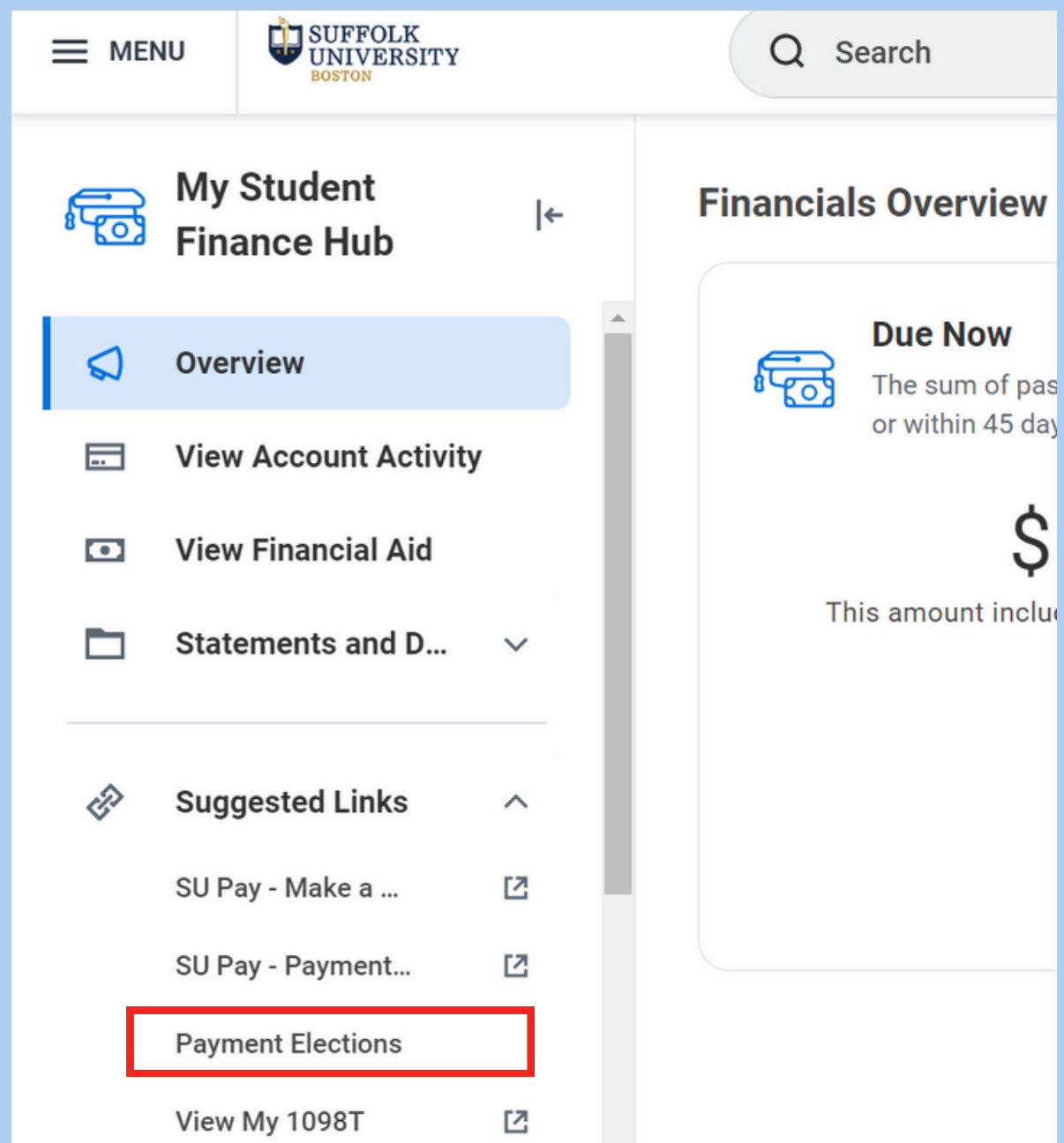
Menu


Apps Shortcuts


Your Saved Order


 Academics Hub


 **Financials Hub**





☰ MENU  Search


 **My Student Finance Hub** |←


 Overview


 View Account Activity

 View Financial Aid


 Statements and D... ▾

 Suggested Links ^


SU Pay - Make a ... 

SU Pay - Payment... 

Payment Elections

View My 1098T 

Financials Overview

 **Due Now**
The sum of pas
or within 45 day

\$

This amount inclu



Select **Add** to add a bank account

Payment Elections Harvey Student (UID007924366) ☰

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person Harvey Student

Default Country United States of America

Default Currency USD

Payment Election No payment elections specified.

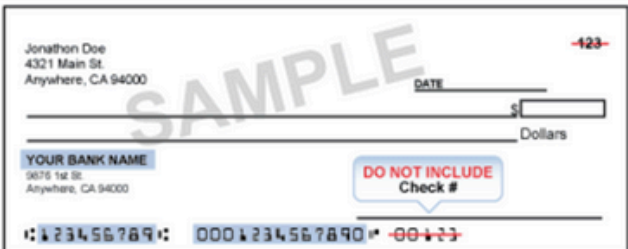
Add



Enter the Account Information

Account Country United States of America

Sample Check



YOUR BANK NAME
9075 1st St.
Anywhere, CA 94000

DO NOT INCLUDE
Check #

9 Digit Routing #
Between the ⑆ symbols

Account #
Include all zeros

Account Information

Account Type * Checking
 Savings

Routing Transit Number *

Account Number *

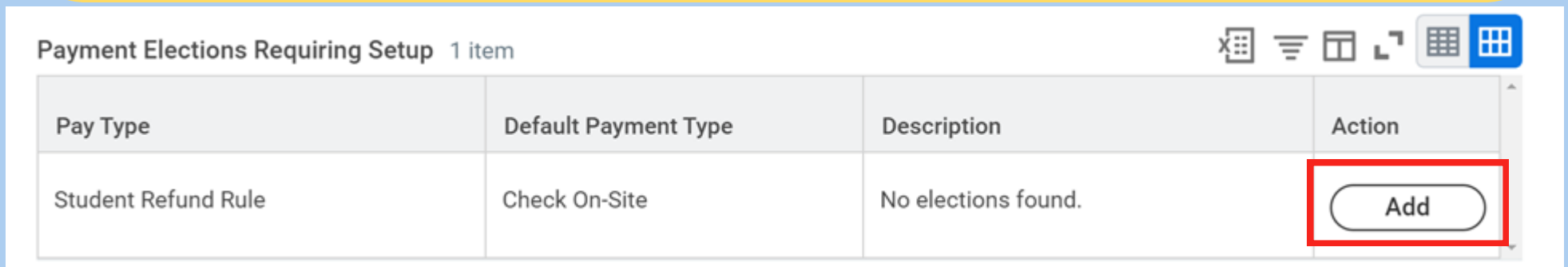
Bank Name *

Bank Identification Code

Account Nickname (optional)

➔ Scroll to the Student Refund Rule

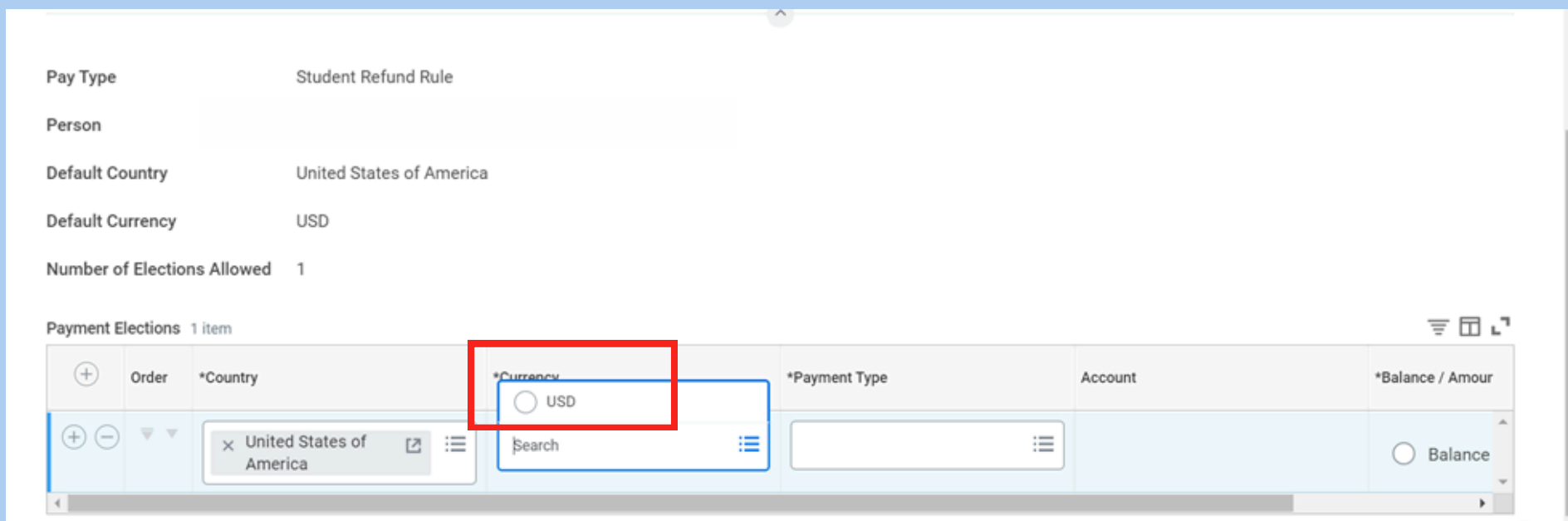
If the Default Payment Type is Check On-site any refund will be issued as a physical check. To get a direct deposit you will need to add the bank account from the previous steps.



Pay Type	Default Payment Type	Description	Action
Student Refund Rule	Check On-Site	No elections found.	<input type="button" value="Add"/>

➔ Select Add under Action

➔ Select the box under Currency and choose USD



Pay Type: Student Refund Rule

Person:

Default Country: United States of America

Default Currency: USD

Number of Elections Allowed: 1

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amour
<input type="button" value="+"/>	<input type="button" value="x"/> United States of America	<input type="radio"/> USD	<input type="text"/>		<input type="radio"/> Balance

Once selected the bank account you already saved should auto-populate in the remaining fields.

➡ Make sure you select the Balance button

➡ Once completed select OK

Payment Elections 1 item

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount
	United States of America	USD	Direct Deposit	TD Bank	<input checked="" type="radio"/> Balance

OK Cancel

Your **Student Refund Rule** should now show **Direct Deposit** with your bank account information and you are ready to receive electronic refunds!

Student Refund Rule	Direct Deposit	TD Bank	*****	Balance
				Yes