

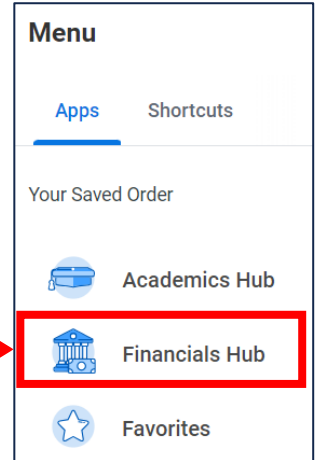
Description: This quick guide demonstrates how to set up or edit your payment elections for any refunds you may be owed.

Applies to: Students


STUDENT PAYMENT ELECTIONS

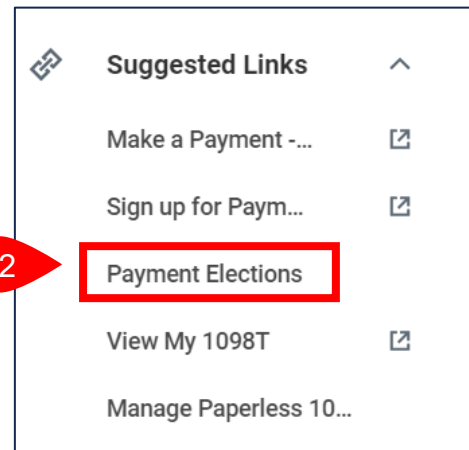
Students should set up payment elections through their Financials Hub in Workday for any refunds they may be owed.

1. From the Global Navigation Menu, select the **Financials Hub**.

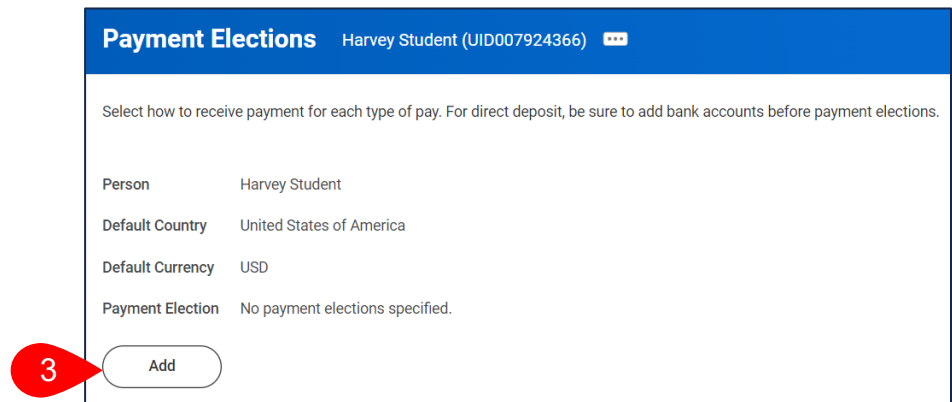


2. In the Suggested Links section, select **Payment Elections**.

 **Note:** If you are currently a student worker, skip to the [Student Worker](#) section below.



3. Select **Add** to add a bank account.



4. Enter the **Account Information**.

- a. Select the **Account Type**.
- b. Enter the **Routing Transit Number**.
- c. Enter the **Account Number**.
- d. Enter the **Bank Name**.
- e. Enter an **Account Nickname**, if desired.
- f. Click **OK**.

4 **Account Information**

a Account Type * Checking
 Savings

b Routing Transit Number *

c Account Number *

d Bank Name *

Bank Identification Code

e Account Nickname (optional)

f

5. Review the **Payment Elections** screen.

- a. Select **Add** to add another bank account following the instructions in step 4 above.
- b. Select **Edit**, **Remove**, or **View** to edit, remove or view an existing bank account.

5

Person Harvey Student
 Default Country United States of America
 Default Currency USD
 Status Successfully Completed
 Last Updated 10/28/2023 09:51 PM

Accounts 1 Item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Checking Account	United States of America	My Bank	Checking	*****6789	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>

a

Payment Elections 3 Items

Pay Type	Payment Type	Account	Account Number	Distribution	
Expense	Direct Deposit	Checking Account	*****6789	Balance Yes	c <input type="button" value="Edit"/>
Student Payment Rule	Direct Debit	Checking Account	*****6789	Balance Yes	<input type="button" value="Edit"/>

- c. If you have multiple bank accounts added and you wish to change the bank account for a specific payment election, click **Edit** within the appropriate Pay Type.

Pay Types: **Expenses** for expense reports.
Student Payment Rule for financial refunds.
Regular for payroll.

- d. Select the **Account** to change to.
- e. Click **OK**.

The screenshot shows a 'Payment Elections' form with 1 item. The form has columns for Order, *Country, *Currency, *Payment Type, Account, and *Balance / Amount / Percent. The 'Account' field is highlighted with a green circle 'd' and contains 'Test Bank *****3123'. Below the form, there are 'OK' and 'Cancel' buttons, with a green circle 'e' next to the 'OK' button.

6. Your changes are saved and take effect immediately. You may update your Payment Elections at any time.

STUDENT WORKER

- 1. Student workers will see the **Payment Elections Requiring Setup** section in addition to the worker elections.
 - a. Click the **Add** button to set up the **Student Payment Rule**.

The screenshot shows a table titled 'Payment Elections Requiring Setup' with 2 items. A red circle '1' points to the table header. The table has columns for Pay Type, Default Payment Type, and Description. The 'Student Payment Rule' row has an 'Add' button highlighted with a green circle 'a'.

Pay Type	Default Payment Type	Description
Student Payment Rule	Check	No elections found. a Add
Student Refund Rule	Check On-Site	No elections found. Add

- b. Select **Currency**, **Payment Type**, **Account**, and **Balance**.

The screenshot shows the 'Payment Elections' form with 1 item. The 'Country' is 'United States of America', 'Currency' is 'USD', 'Payment Type' is 'Direct Debit', and 'Account' is 'Checking'. The 'Balance' radio button is selected. Below the form, there are 'OK' and 'Cancel' buttons, with a green circle 'c' next to the 'OK' button.

- c. Click **OK**

Repeat this process to set up **Student Refund Rule**.