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.

3. Select Add to add a bank account.

Note: If you are currently a student worker, skip to the Student Worker section below.
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**.

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.
   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**.

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**.

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

   c. Click **OK**

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