Edit Payment Elections (ESS)

Important Information:

- Log on to Single Sign-On (TAMUS-SSO) using your UIN (employee ID, not your student ID) and password and select Workday from the SSO Menu.

    - First time users can select the "New Employees – Set up your password" link on the home screen to establish a password.

    - For existing users who have forgotten their password, the "I forgot my password" link will guide you through the process of establishing a new password.

- Payment Elections are separated into Payroll and Expense. Payroll represents the employee's paycheck. Expense represents reimbursement payments made to the employee

Steps

From the Workday Home page:

1. Click the **Benefits and Pay** worklet

2. Under Tasks and Reports, Click **Payment Elections**

3. If you do not currently have a bank account associated with your payment elections or you need to edit the current account information you must click **Add** at the bottom of the section or **Edit** next the **Accounts** section of this page to add or edit a direct deposit election.

4. Once you have added or edited your account information scroll down to the **Payment Elections** section of the page

5. Click **Edit** for either Payroll or Expense (Accounts Payable Refunds), depending on the change you want to make

6. In the **Payment Elections** section fill out the following information:

- **Country** (currency will automatically populate)

- **Payment type** (Direct Deposit or Check)

- Bank Account

Notes:

- If you need to use multiple bank accounts, be sure all accounts are listed in the Accounts section of the page. To add an account, click **Add Account**

7. Click the radio button for **Balance**

8. If multiple accounts are listed, make sure the account at the bottom reads **Balance**

9. Click **OK**

This completes **Edit Payment Elections (ESS)**