

# 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

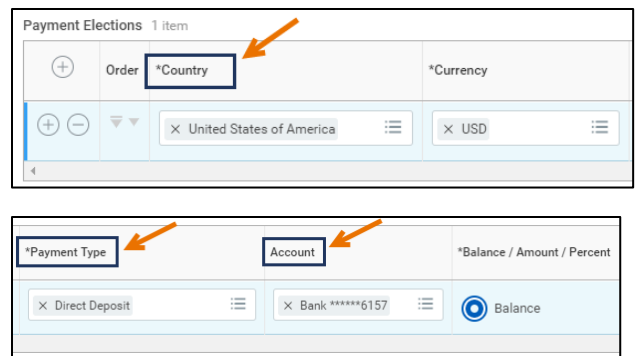
## Steps

From the Workday Home page:

1. Click the **Pay** worklet
2. Under Actions tab, 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 Account** or **Edit** under 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 **Change Election** for either Payroll or Expense, depending on the change you want to make

Payment Elections		Payment Elections			
Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll	Direct Deposit	Bank *****6157	*****6157	Balance Yes	<input type="button" value="Edit"/>
Expense	Direct Deposit	Bank *****6157	*****6157	Balance Yes	<input type="button" value="Edit"/>

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. Click **OK**

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