


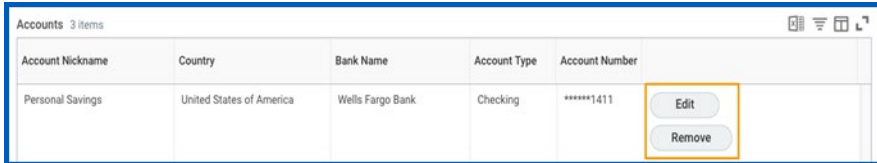
CHANGE OR MANAGE PAYMENT ELECTIONS

The Pay application contains worklets with links to payroll-related tasks and information. The information you see depends on your organization's configuration. The Pay application may include:

- Withholding Elections
- Payment Elections
- Payslips
- Tax Documents
- Reimbursable allowances

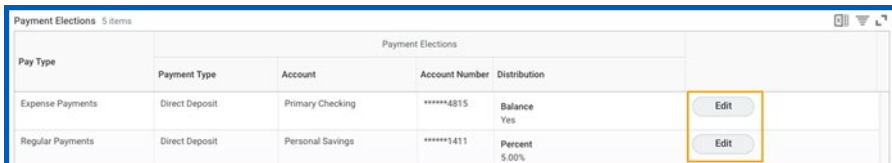
MANAGE YOUR PAYMENT ELECTIONS

1. From the Pay  application, click **Payment Elections**.
2. Edit or remove bank accounts using the **Edit** or **Remove** buttons. An account can only be removed if it is no longer used as a payment election.



Account Nickname	Country	Bank Name	Account Type	Account Number	
Personal Savings	United States of America	Wells Fargo Bank	Checking	*****1411	<input type="button" value="Edit"/> <input type="button" value="Remove"/>


3. Click **Edit** in the Payment Elections section to modify a payment election.

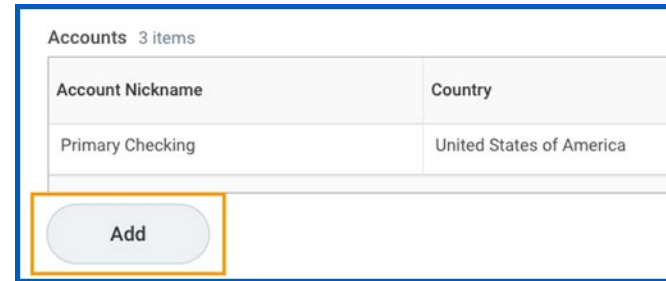


Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Expense Payments	Direct Deposit	Primary Checking	*****4815	Balance Yes	<input type="button" value="Edit"/>
Regular Payments	Direct Deposit	Personal Savings	*****1411	Percent 5.00%	<input type="button" value="Edit"/>

4. Change the amount or percent that is deposited into the account. Or, change the account that receives the balance of payments for the pay type.
5. Click **OK** to save.

ADD PAYMENT ELECTIONS

1. From the Pay  application, click **Payment Elections**.
2. Click the **Add** button under Accounts Section.



Account Nickname	Country
Primary Checking	United States of America

3. Enter the **Routing Number**, **Bank Name** and **Account Number**.
4. Select the **Account Type** and Click **OK** to save.



Account Holder Name

Account Country United States of America

Sample Check

Account Information

Account Nickname (optional)


Routing Transit Number *

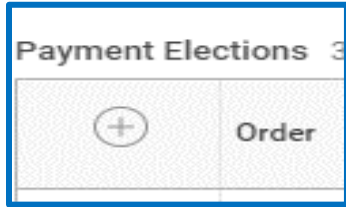
Bank Name *

Bank Identification Code

Account Type *

Account Number *

5. Your account is now added to the Accounts section, and you can use it to make payment selections.
6. Click **Edit** under Payment Elections and click  to add a row.



7. Enter the **Country, Currency, Payment Type**.
8. Choose the new account from the drop-down menu in the Account field.
9. Enter the **Amount or Percent** to be deposited into the new account or choose Balance to receive the balance of payments.



Note: Balance can be chosen for one account only.

10. Click **OK**.