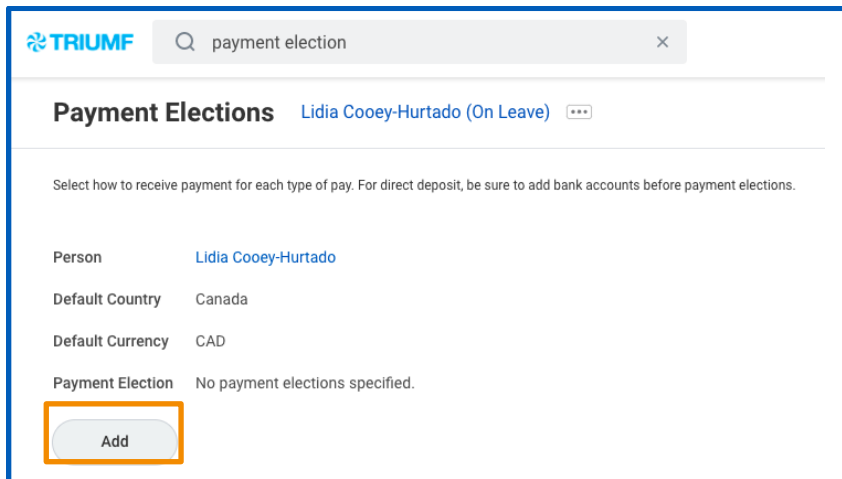


## VIEW AND EDIT PAYMENT ELECTIONS

As an employee, you can enter your direct deposit information and select how to receive your payments for expenses.

### ADD A PAYMENT ELECTION

1. Search for the **Payment Elections** task
2. Click **Add** to enter new bank account information.



TRIUMF

Q payment election X

### Payment Elections

Lidia Coeey-Hurtado (On Leave) ...

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person: Lidia Coeey-Hurtado

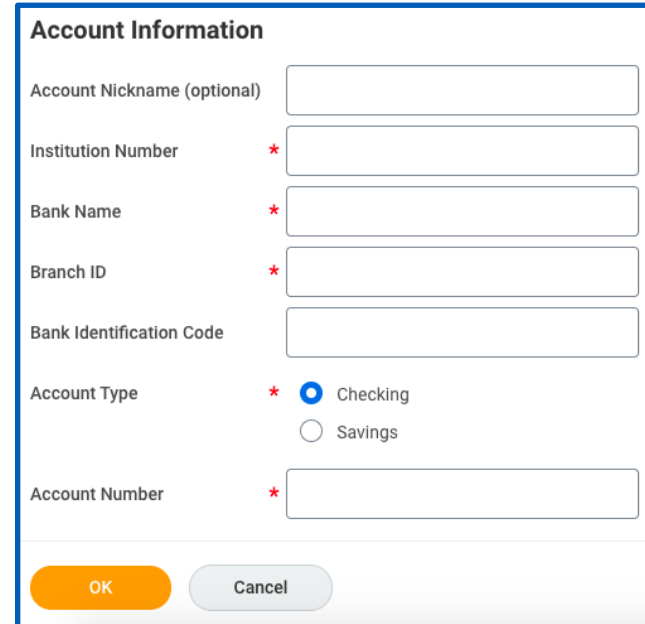
Default Country: Canada

Default Currency: CAD

Payment Election: No payment elections specified.

Add

3. Enter the Institution Number, Bank Name, Branch ID, Account Type, and Account Number



### Account Information

Account Nickname (optional)

Institution Number \*

Bank Name \*

Branch ID \*

Bank Identification Code

Account Type \*

☒ Checking

☐ Savings

Account Number \*

OK Cancel

4. Click **OK** to save your information and proceed.

### DELETE, EDIT, OR VIEW AN ACCOUNT

The following Payment Elections page will only become visible once Workday has account information available for the user.

5. To delete account information from Workday click **Delete**
6. To edit the account information entered earlier, click **Edit**.