
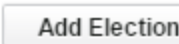
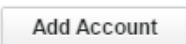


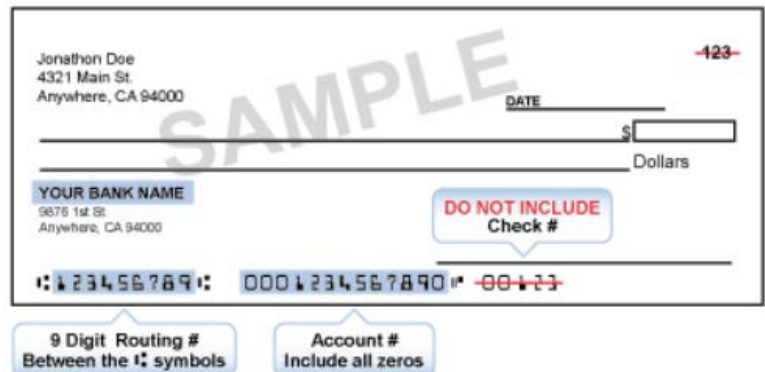


Setting Up Payment Elections

- To login to Workday, go to <http://workday.cornell.edu> and then click on the Log In button.
- Next, click on the **Pay** icon .
- Under Actions, select **Payment Elections**.
- If you do not already have a Direct Deposit Account set up, click on the **Add Elections**  button. The first step with this process will be to enter your bank account information (instructions below).

Adding a New Bank Account

- If you do already have a Direct Deposit account and your account elections set up and you want to create a new bank account to add to your current elections, click on the **Add Account**  button.
 - Assign the **Account Nickname** for easy identification later.
 - Choose which type of account you are setting up (**Checking** or **Savings**).
 - Enter your **Bank Name**.
 - Input the **Routing Transit** Number of your bank, it must be 9 digits long.
This can be found on your bank check, or can be provided directly from your bank (please do not google this information, as it could be the incorrect number for your particular bank and/or branch).
 - Input your Bank **Account** Number. This can be found on your bank check, or can be provided directly from your bank.



The **Routing** and **Account** numbers drive the direct deposit transaction and may be found on your bank checks. Please contact your bank if you have questions or need further information related to these numbers.

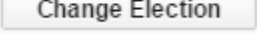
Important Note: Please carefully check, and double-check your account information.

- Click **OK** when complete.



This will automatically allocate 100% of your deposit to the account you just set up. You can continue to add banks as needed, until you are ready to change how your elections are allocated.

Add To or Change Bank Elections

If you wish to allocate your accounts differently click on **Change Election** .

To add additional elections, you must have more than one bank account. If you don't, refer back to the previous section to add an account(s). When you are changing your elections, if the desired account is not available go back and add it to the list of your valid bank accounts. If multiple elections are created, designate the order and distribution of payments (Balance, Amount, or Percent). To submit a valid payment election the last election specified must have a distribution type of **Balance** to capture the remaining amount, or the **Percentages** must add up to 100 percent.

The maximum number of elections allowed is 4 at any time (including any 529 College Savings Account). If you have just 1 account your balance should already be allocated to your primary bank.

Now that you have multiple accounts on file, you can update your elections.

1. When you click on **Change Election** you will see an option to add additional rows, under **Payment Elections**.

2. Click on the **Plus**  sign to add a row(s).

3. Enter the following required fields:

- In the **Country** box, click on the prompt and choose United State of America.
- The **Currency** auto defaults to USD
- Under **Payment Type**, choose either Direct Deposit or Check** using the prompt buttons.
- Choose the distribution method (**Amount, Balance, or Percent**).

****Important Note:** You **cannot** do a combination of Direct Deposit and Check. You have to choose one or the other.

4. If you choose **Check**,

- then click the **Balance** radio button, then click **OK**. You will now have your full payroll paid via hard copy check (you should have only one Payment Elections row in this case).

5. If you choose **Direct Deposit**,

- then use the prompt button in the Account field to choose which account you would like to setup.

6. If you only have one account,

- then click the **Balance** radio button, then click **OK**. You will now have your full payroll paid via direct deposit, to one account.

7. If you have multiple accounts, then click on the radio button that applies to each particular bank.

- You can designate a specific **Amount** to be sent to your additional accounts.

- If you have multiple selections, the remaining dollar amount will be allocated to the account in the **Balance** row which must be listed in order at the bottom of your list of elections.
 - If you have multiple accounts and are using the **Percentage** designation instead, the total must add up to 100%.
8. Once you are done updating your bank elections, Click **OK**.
 9. Review your Payment Elections for accuracy, then Click on the **Done** button to complete your setup.

Change Bank Elections

If you already have direct deposit elections on file, and wish to make a change, please follow the instructions above for how to access self-service to **Add Accounts** and **Change Elections**.

Stop Bank Elections

If you already have direct deposit election(s) on file, and wish to stop it/them, please follow the instructions above in section #4, how to elect to have a hard copy check. You will update the Election as noted first, then delete your currently established **Account** using the button.

Delete Account

Disclaimers:

1. Due to processing and pre-notification times, it may take up to two paycheck cycles before funds are deposited into your account. During this time, paychecks will continue to be mailed to the address on file. By using the Workday Payment Election self-service portal, you hereby authorize Cornell University to deposit your pay to the elections designated on file.
2. If there is an error in the processing of the funds, due to incorrect routing or account numbers, payroll will automatically change the employee's election to hard copy check and pay the funds on the next scheduled off-cycle check date. In addition, you also understand that it is your responsibility to verify that funds are in your account before making withdrawals. Cornell University will not refund bank fees as a result of a payment election error.
3. **Deposits to multiple accounts within a single bank must be arranged through your bank.**

Please consult the online payroll calendar, to determine what payroll period your payment election update will fall. You should plan to have your elections submitted by the Close of Business date, in order to ensure it will be included in that payroll period:

<http://www.dfa.cornell.edu/payrollservices/information/paycalendars.cfm>