

# Adding Expense Payment Elections

## \*Desktop\*



This guide is essential for anyone needing to set up expense payment elections through the desktop, as it outlines the necessary steps to ensure you can create expense reports effectively. By following this process, you can select your preferred banking option for direct deposit payments, avoiding delays in your reimbursements. Additionally, it clarifies that all expenses will be paid via direct deposit only, ensuring you understand the payment method used.



Alert! This process NEEDS to be done before you can create an expense report or complete a credit card expense report.

- 1 Click "MENU"

Implementation - kencrest3

≡ MENU W

Global Navigation

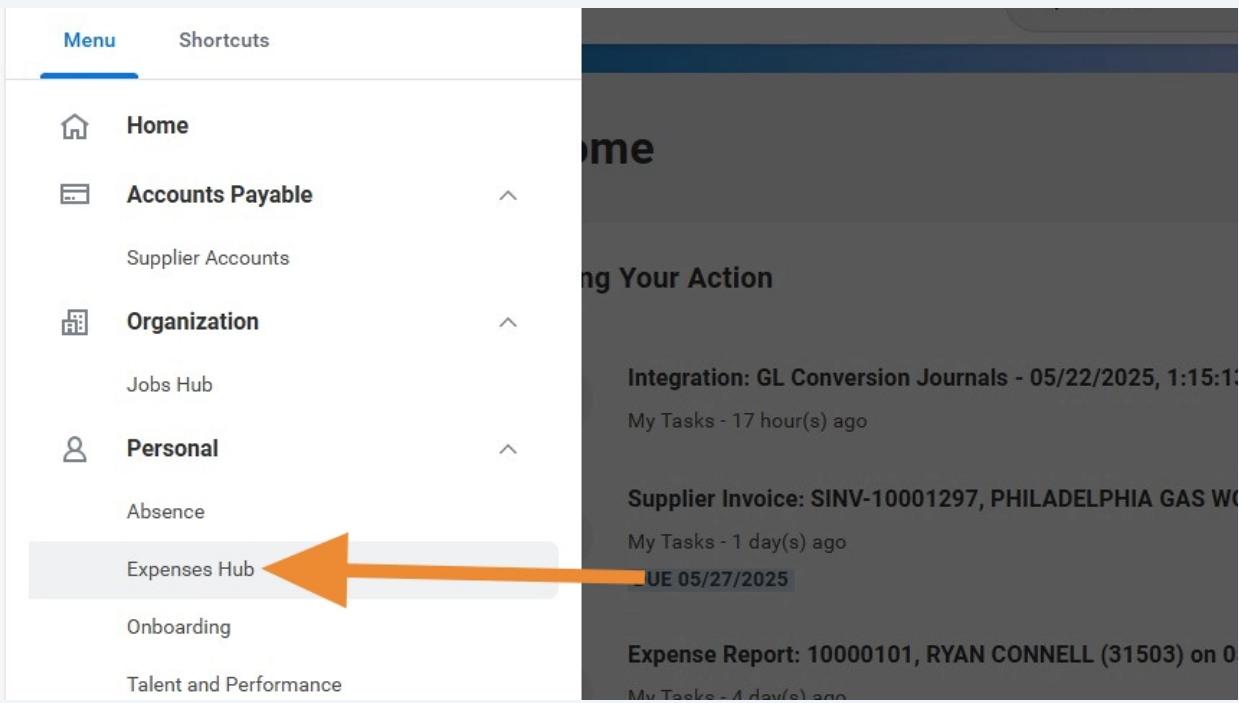
Welcome

Awaiting Your Action

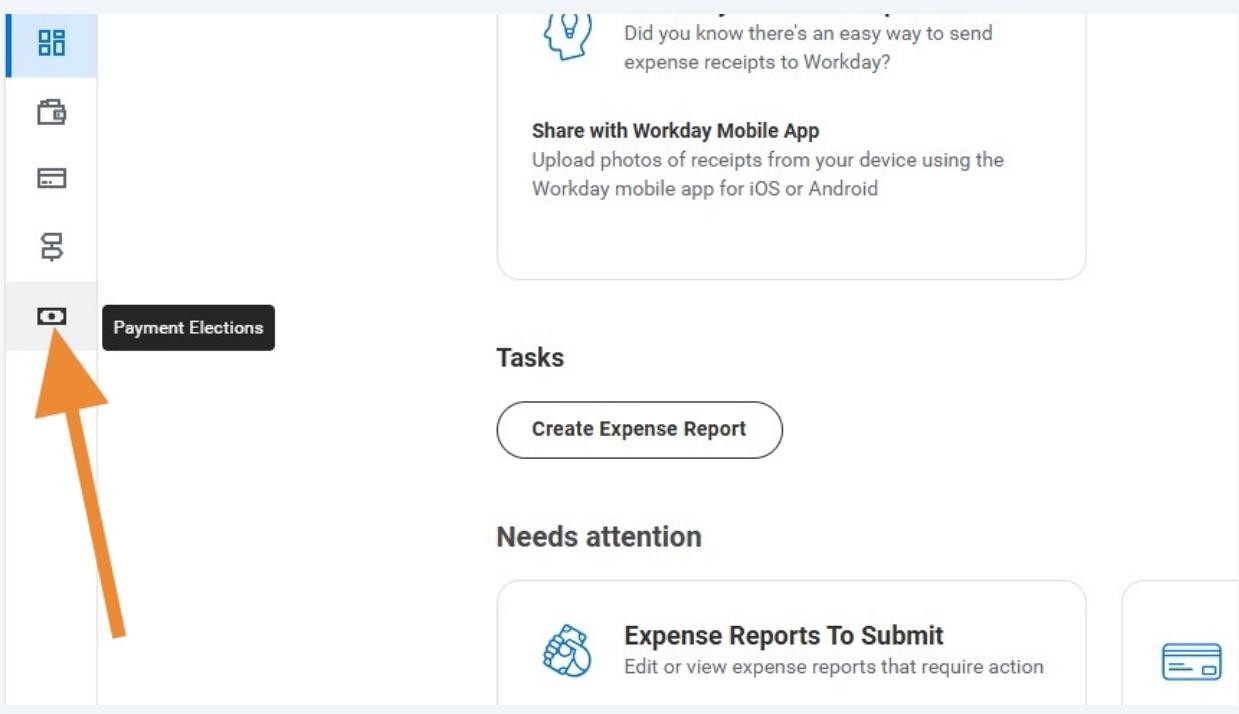
Integration: GL Conversion Journals - 05/22/2025, 1:15:13  
My Tasks - 17 hour(s) ago

Supplier Invoice: SINV-10001297, PHILADELPHIA GAS WO  
My Tasks - 1 day(s) ago

2 Select "Expense Hub"



3 Click "Payment Elections"



4 Select the "+" to add your bank account.

**Payment Election**

Designate how to receive payments. For direct deposit, you must first add a valid account on the previous page. Workday evaluates multiple payment elections in the order you specify. To submit capture the remaining amount, or the percentages must add up to 100 percent.

Pay Type	Expense Payments			
Person	RYAN CONNELL			
Default Country	United States of America			
Default Currency	USD			
Number of Elections Allowed	1			
Payment Elections 2 items				
<input type="button" value="+"/>	*Country	*Currency	*Payment Type	Account
<input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="▲"/> <input type="button" value="▲"/> <input type="text" value="Search"/> <input type="button" value="≡"/> <input type="button" value="≡"/> <input type="button" value="≡"/>				

5 Tap "Search" and select "United States of America". After selecting your banking information will populate.

cent.

*Currency	*Payment Type	Account
<input type="text"/> <input type="button" value="≡"/>	<input type="text"/> <input type="button" value="≡"/>	<input type="text"/> <input type="button" value="≡"/>



Tip! The banking information is entered into Workday by Payroll. If you have multiple bank accounts, the system will ask you to select which one you would like to use for expense payments.

6

Select "Balance"

Id a valid account on the previous page. Workday evaluates multiple payment elections in the order you specify. To submit a valid payment election, the last election specified must have a distribution type of balance to percent.

*Currency	*Payment Type	Account	*Balance / Amount / Percent
<input type="text"/> x USD <input type="button" value="..."/>	<input type="text"/> x Direct Deposit <input type="button" value="..."/>	<input type="text"/> x KEYBANK, NA *****2768	<input checked="" type="radio"/> Balance
<input type="text"/> x USD <input type="button" value="..."/>	<input type="text"/> x Direct Deposit <input type="button" value="..."/>	<input type="text"/> x KEYBANK, NA *****2768	<input type="radio"/> Balance



7

Click "OK" to complete the Expense Payment Election setup.

Designate how to receive payments. For direct deposit, you must first add a valid account on the previous page. Workday evaluates multiple payment elections in the order you specify. To submit a valid payment election, capture the remaining amount, or the percentages must add up to 100 percent.

Pay Type Expense Payments

Person RYAN CONNELL

Default Country United States of America

Default Currency USD

Number of Elections Allowed 1

Payment Elections 1 item

Order	*Country	*Currency	*Payment Type	Account
1	United States of America	USD	Direct Deposit	KEYBANK, NA *****2768

OK

Cancel



Alert! All expenses will be paid through **Direct Deposit**. KenCrest will **NOT** be sending out checks as forms of payment for expenses.

# Adding Expense Payment Elections

## \*Mobile\*

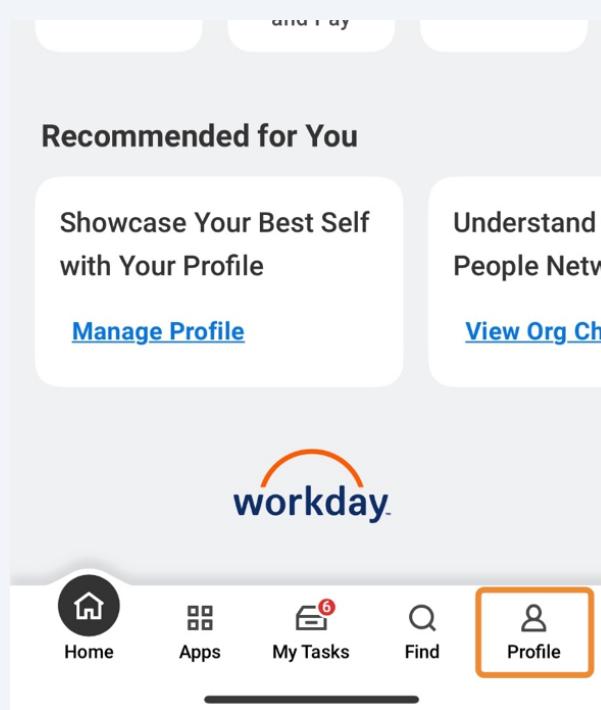


This guide is essential for anyone needing to set up expense payment elections through a mobile platform, as it outlines the necessary steps to ensure you can create expense reports effectively. By following this process, you can select your preferred banking option for direct deposit payments, avoiding delays in your reimbursements. Additionally, it clarifies that all expenses will be paid via direct deposit only, ensuring you understand the payment method used.

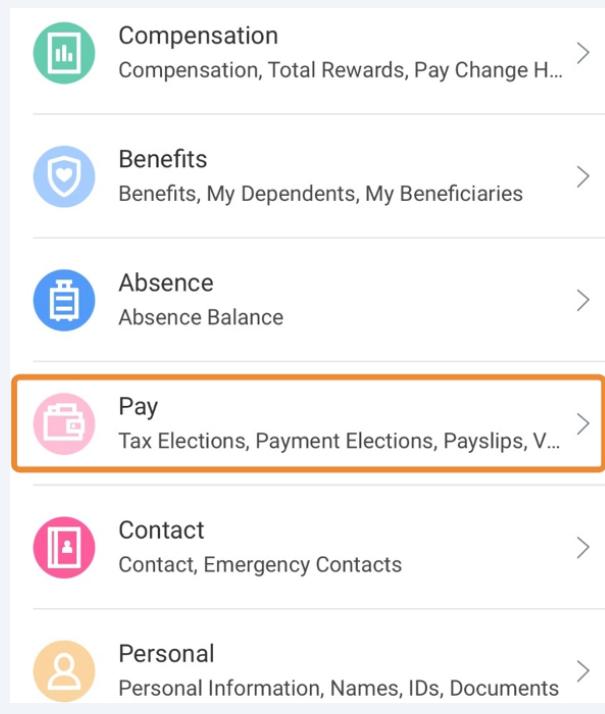


Alert! This process NEEDS to be done before you can create an expense report or complete a credit card expense report.

- 1 Tap "Profile"



2 Select "Pay" from the list of options.



3

Select "Payment Elections".



Pay

Tax Elections >

Payment Elections >

Payslips >

Voluntary Deductions >

4 Select "Add"

Cancel Payment Election ^ ▼

i Additional Information

**Pay Type**  
Expense Payments

**Number of Elections Allowed**  
1

Workday evaluates elections in the order you specify.  
For more details, go to Additional Information.

+ **Add**

5 You will notice that the banking information is prefilled. This information comes from Payroll. Select "Distribution".

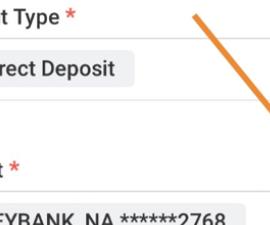
X United States of America ⋮

**Currency \***  
X USD ⋮ trash

**Payment Type \***  
X Direct Deposit ⋮

**Account \***  
X KEYBANK, NA \*\*\*\*\*2768 ⋮

**Distribution \***  
⋮

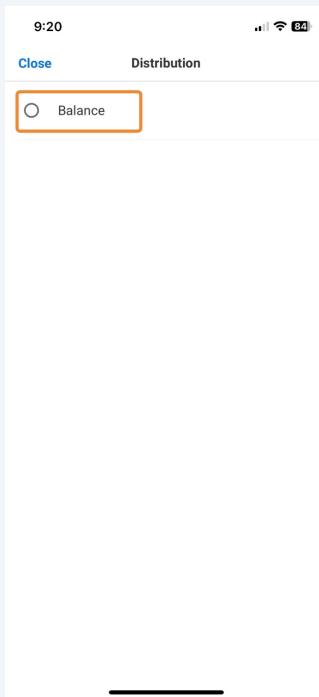




Tip! The banking information is entered into Workday by Payroll. If you have multiple bank accounts, the system will ask you to select which one you would like to use for expense payments.

6

Tap "Balance". This will bring you back to the Expense Payment Elections page. Select "Done" to finish setting up your "Expense Payment Elections"



Alert! All expenses will be paid through **Direct Deposit**. KenCrest will **NOT** be sending out checks as forms of payment for expenses.