

Adding Expense Payment Elections

Desktop

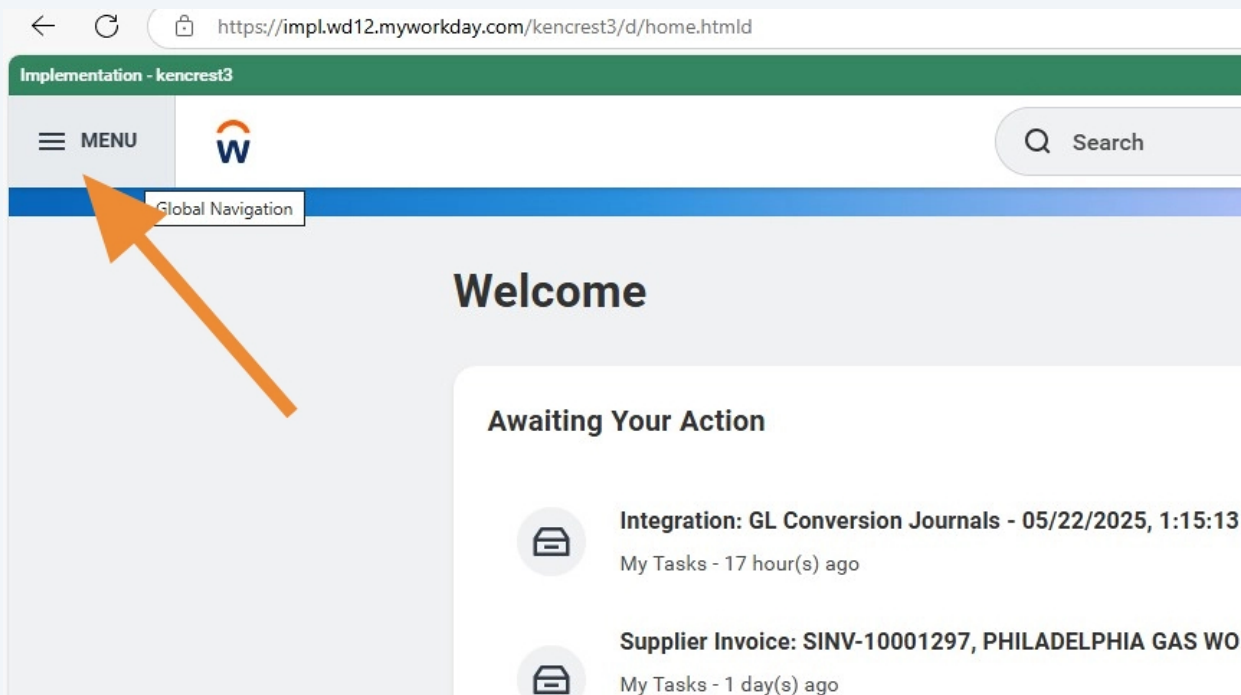


This guide is essential for anyone needing to set up expense payment elections through the desktop, as it outlines the necessary steps to ensure you can create expense reports effectively. By following this process, you can select your preferred banking option for direct deposit payments, avoiding delays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

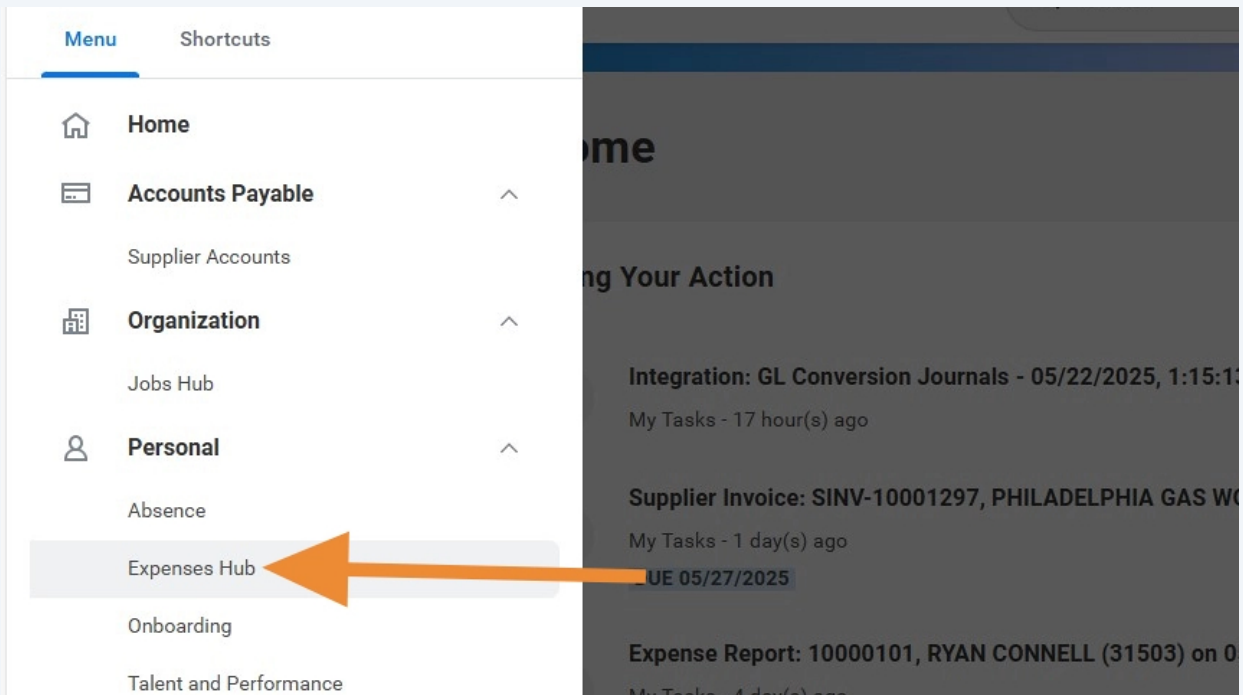


Alert! This process NEEDS to be done before you can create an expense report or complete a credit card expense report.

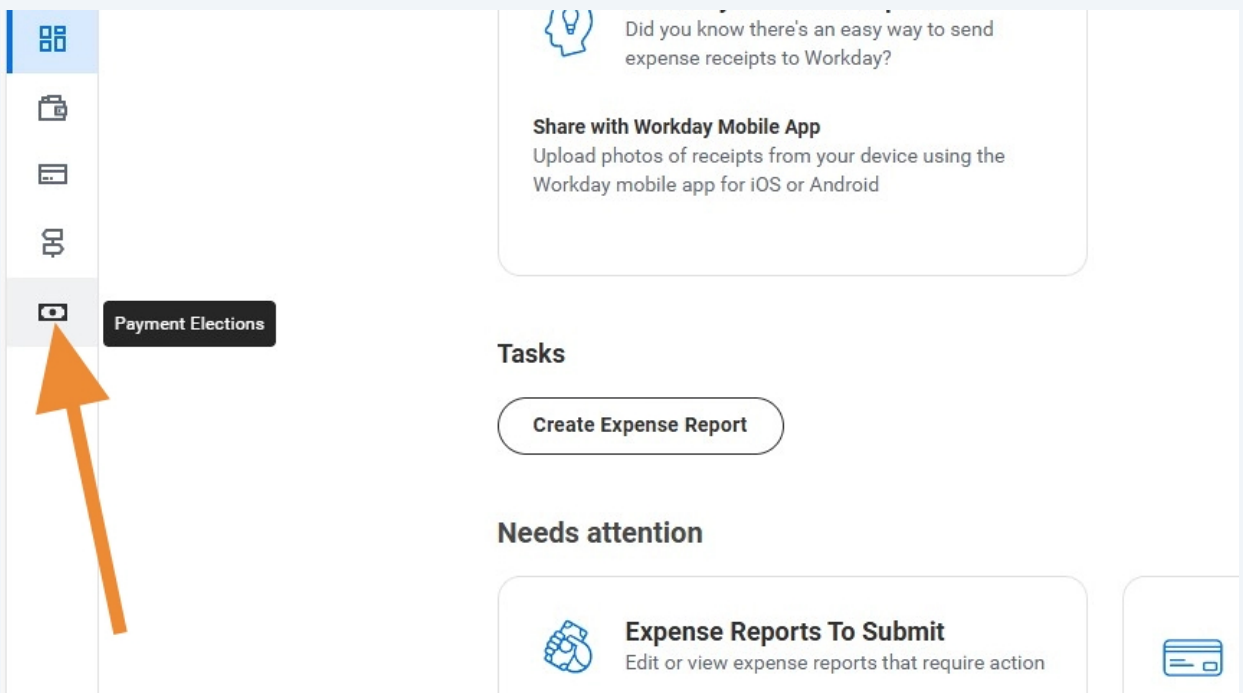
1 Click "MENU"



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

	*Country	*Currency	*Payment Type	Account
+				

Search

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

cent.

*Currency	*Payment Type	Account

Search



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
	× USD	× Direct Deposit	× KEYBANK, NA *****2768	<input checked="" type="radio"/> Balance
	× USD	× Direct Deposit	× 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




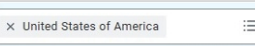

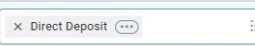
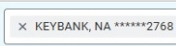
Person RYAN CONNELL

Default Country United States of America

Default Currency USD

Number of Elections Allowed 1

Payment Elections 1 item

	Order	*Country	*Currency	*Payment Type	Account
 		 x United States of America	 x USD	 x Direct Deposit	 x 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

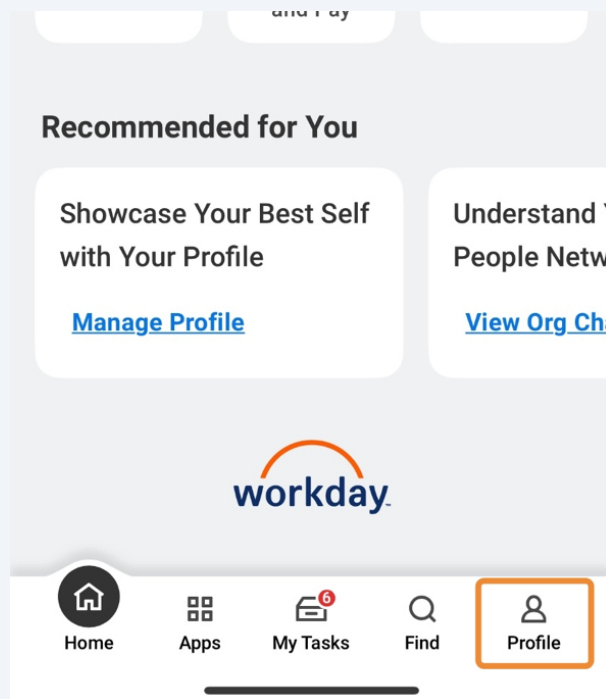
Mobile

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.



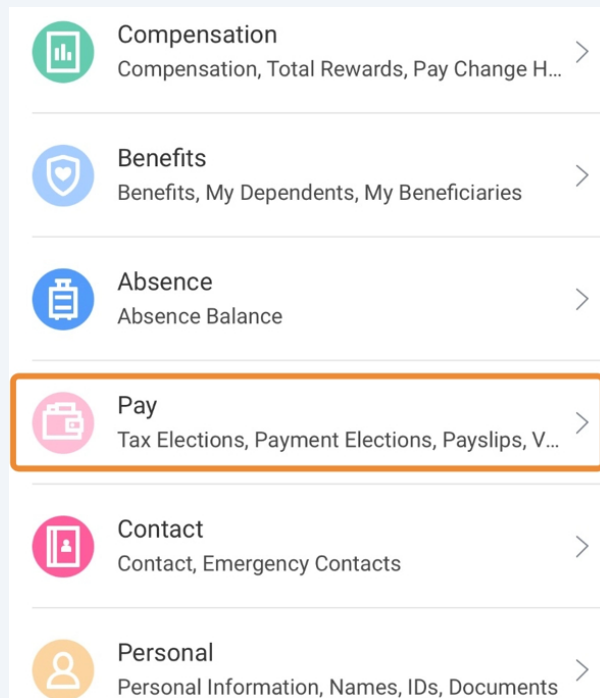
Alert! This process NEEDS to be done before you can create an expense report or complete a credit card expense report.

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

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".

United States of America

Currency *
USD

Payment Type *
Direct Deposit

Account *
KEYBANK, NA *****2768

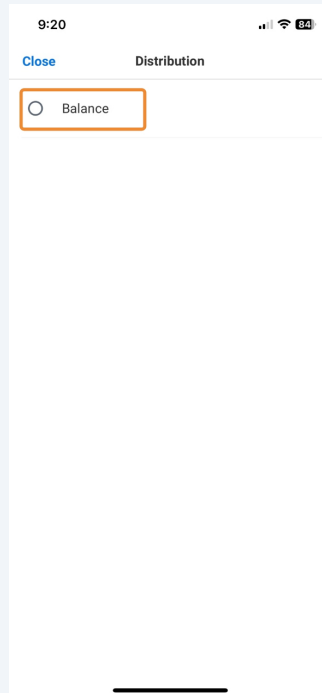
Distribution *



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.