



MONTCLAIR STATE
UNIVERSITY



Direct Deposit Payment Elections

The following describes the process of adding or updating payment elections in Workday through self-service.

NOTE: Direct Deposit changes need to be made prior to Wednesday of a pay week to take effect for the pay day on Friday.

Who can initiate this process?

- **Active** Montclair State University employees enrolled in Duo two-factor authentication. **Student employees are not eligible to complete this process in Workday** and will have to submit payment election forms directly to Payroll. Students can visit the [Direct Deposit](#) webpage for more information.
- New hire employees cannot complete their Payment Elections until their first day of employment.

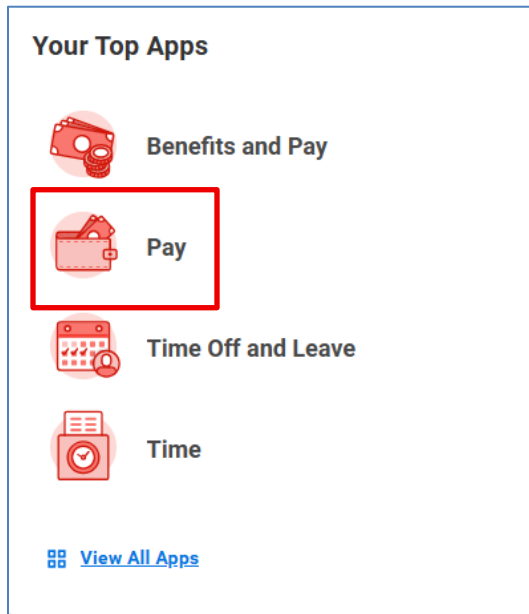
Workflow Steps

- 1) Employee submits payment election in Workday.
- 2) (If applicable) Payroll reviews and approves payment election. This step only occurs when Check is selected as the payment method.

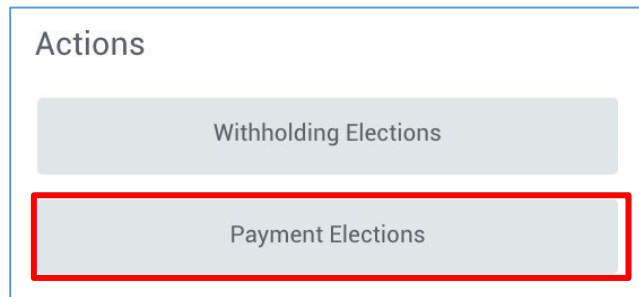
If you have any questions about payment elections or if you encounter any errors during this process, contact the HR Support Center (973-655-7700 option 1 or askhr@montclair.edu).

Instructions

- 1) From your Workday homepage, click on the **Pay** worklet.



- 2) Under the **Actions** column, click on the button labelled **Payment Elections**.



- 3) New employees will not see any current payment elections, but existing employees will see their current payment elections.

EMPLOYEES WITH EXISTING PAYMENT ELECTIONS: [Skip to step 4.](#)

NEW EMPLOYEES: Click the **Add** button to add a payment election.

Payment Elections

Rita Book Actions

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

Person [Rita Book](#)

Default Country United States of America

Default Currency USD

Payment Election No payment elections specified.

Add

Select your preferred payment method for your **Regular Payments** and **Expense Payments**. Regular Payments are your regular payroll payments. Expense Payments are reimbursements for travel-related costs, such as airfare or hotel expenses, or business-related costs such as books, etc.

Preferred Payment Method

Regular Payments *

× Direct Deposit



Expense Payments *

× Direct Deposit



When Direct Deposit is selected as a payment method you will continue to the **Account Setup** section and enter your bank account information.

- (Optional) Enter a nickname for the bank account
- Enter the 9-digit routing transit number
- Enter the bank name
- Select the type of bank account, Checking or Savings
- Enter the account number
- Click **OK** at the bottom of the page. Workday will return you to your Payment Elections page and you will now see the elections that you just added.

Account Setup

Account Holder Name Rita Book

Sample Check

Jonathon Doe
4321 Main St.
Anywhere, CA 94000

DATE _____

\$ _____

Dollars

YOUR BANK NAME
9876 1st St.
Anywhere, CA 94000

DO NOT INCLUDE
Check #

⑆ 123456789 ⑆ 0001234567890 ⑆ -00-123

9 Digit Routing #
Between the ⑆ symbols

Account #
Include all zeros

Account Information

Account Nickname (optional)	<input type="text" value="Main Checking Account"/>
Routing Transit Number	* <input type="text" value="123456789"/>
Bank Name	* <input type="text" value="Testing Bank"/>
Bank Identification Code	<input type="text"/>
Account Type	* <input checked="" type="radio"/> Checking <input type="radio"/> Savings
Account Number	* <input type="text" value="0001234567890"/>

- 4) If you want to replace your current account with a new account, you need to complete the actions outlined in this job aid in the following order.
1. Add a new account ([step 5 below](#))
 2. Change the account on your Payment Elections for Regular and Expense Payments ([step 8 below](#))
 3. (Optional) Remove the old account ([step 7 below](#)).
- 5) You can add additional bank accounts by clicking the **Add** button. You need to add an account before you can use it for a payment election.

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Main Checking Account	United States of America	Testing Bank	Checking	*****7890	<div>Edit</div> <div>Remove</div>

Add

- (Optional) Enter a nickname for the bank account
- Enter the 9 digit routing transit number
- Enter the bank name
- Select the type of bank account, Checking or Savings
- Enter the account number
- Click **OK** at the bottom of the page. Workday will return you to your Payment Elections page.

Account Setup

Account Holder Name Rita Book

Sample Check

Jonathan Doe
4321 Main St.
Anywhere, CA 94000

DATE _____ \$ _____ Dollars

YOUR BANK NAME
9876 1st St.
Anywhere, CA 94000

⑆123456789⑆ 0001234567890⑆ -00-123

9 Digit Routing #
Between the ⑆ symbols

Account #
Include all zeros

DO NOT INCLUDE
Check #

Account Information

Account Nickname (optional)

Routing Transit Number *

Bank Name *

Bank Identification Code

Account Type * ☒ Checking ☐ Savings

Account Number *

6) Edit an existing account by clicking the **Edit** button.

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Main Checking Account	United States of America	Testing Bank	Checking	*****7890	<div>Edit</div> <div>Remove</div>

Add

7) Remove an existing account by clicking the **Remove** button.

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Main Checking Account	United States of America	Testing Bank	Checking	*****7890	<div>Edit</div> <div>Remove</div>

Add

NOTE: You cannot remove an account that is being used for a current Payment Election (Regular or Expense Payments). You must change the account being used by the payment election before you remove the account.

- 8) You can edit your existing Payment Elections by clicking the **Edit** button to the right of each election.

Payment Elections 2 items		Payment Elections			
Pay Type		Payment Type	Account	Account Number	Distribution
Regular Payments		Direct Deposit	Main Checking Account	*****7890	Balance Yes
Expense Payments		Direct Deposit	Main Checking Account	*****7890	Balance Yes

Under the **Edit** option you can change the payment type or change the account.

Pay Type	Regular Payments		
Person	Rita Book		
Default Country	United States of America		
Default Currency	USD		
Number of Elections Allowed	4		

Payment Elections 1 item				
+	Order	Account	*Payment Type	*Balance / Amount / Percent
+	-	<div> <div>×</div> <div>Main Checking Account</div> <div>⋮</div> </div>	<div> <div>×</div> <div>Direct Deposit</div> <div>⋮</div> </div>	<div> <div><input checked="" type="radio"/> Balance</div> <div><input type="radio"/> Amount</div> <div>0.00</div> </div>

For Expense Payments – You can only elect to direct the entire balance to one account.

For Regular Payments - You can elect to direct the entire balance of payments to the specified account or you can enter an amount to be directed to the specified account. If you select the amount option then you need to add an additional line to your payment election and direct the remaining balance to that account. You can use up to 4 accounts.

Select the **Amount** option and enter the amount that you want to direct to this account.
Add an additional line by clicking on the plus sign icon to the left.

Payment Elections 2 items				
	Order	Account	*Payment Type	*Balance / Amount / Percent
<input checked="" type="radio"/>		× Main Checking Account	× Direct Deposit	<input type="radio"/> Balance <input checked="" type="radio"/> Amount <input type="text" value="100.00"/>

In the new line that appears select an account, payment type, and the **Balance** option.
This will direct the remainder of the payment to this account.

Payment Elections 2 items				
	Order	Account	*Payment Type	*Balance / Amount / Percent
<input checked="" type="radio"/>		× Main Checking Account	× Direct Deposit	<input type="radio"/> Balance <input checked="" type="radio"/> Amount <input type="text" value="100.00"/>
<input type="radio"/>		× Other Checking Account	× Direct Deposit	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/>

Click **OK** at the bottom of the page.

Q & A

Q: What happens if I enter the wrong account number for an account?

A: The bank will reject your direct deposit and send the funds back to the University. The Payroll department will contact you to resolve the issue.

Q: What is “Regular Payments”?

A: “Regular Payments” is earnings that are paid through Payroll.

Q: What is “Expense Payments”?

A: “Expense Payments” is reimbursements for travel-related costs, such as airfare or hotel expenses, or business-related costs such as books, etc.

Q: Do I have to attach a voided check in Workday?

A: No, you do not have to attach a voided check.

Q: I had a Bank of America pay card issued to me for my first payment but I have added my own bank account now. What do I do with the Bank of America pay card account?

A: You can remove the Bank of America pay card account after you have added your own bank account and updated your payment elections to use the new account. Follow step 7 to remove the account.

Q: How many accounts can I use for my direct deposit?

A: You can use up to four accounts for Regular Payments and only one account for Expense Payments.

Q: I updated my payments elections but nothing happened. What do I do?

A: Contact the HR Support Center by sending an email to askHR@montclair.edu.