PAYROLL

Manage Your Payment Elections (Direct Deposit Information)

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Distribute payroll and expense payments between different bank accounts (checking or savings) and specify the payment method, such as by mailed check or direct deposit.

CCA recommends all employees set up direct deposit of paychecks in order to ensure timely, hassle-free, and environmentally-friendly receipt of pay. Do so using the **Payment Elections** report.

Payment Elections Report Details

The **Payment Elections** screen shows:

- **Accounts** (checking or savings) you currently have on file
- **Payment Elections**, designating which types of payment—such as paychecks or expense reimbursements—go to which account(s)

Employees are required to have payment elections made for payroll and expenses at all times. You will not be able to delete an account when it is linked to a payment election.

If you don't have an account on file, you'll need to add an initial account before making payment elections.

Add a Bank Account for Direct Deposit

1) Run the **Payment Elections** report.

- You can also find this report in the **Pay** worklet or using Workday search.

2) Click the **Add** button.

3) Enter your bank account information in the fields provided.

4) Click **OK** to save the account.

5) You will be redirected to the **Payment Elections** screen, where your newly added account will appear.

- Click **Add** to add another account.
- Click **Edit** to alter account information or **Remove** to delete it.

IMPORTANT NOTE:

New direct deposit information is automatically verified with your bank, which can take up to one (1) pay period to fully process. This means that the first paycheck you receive after entering your account information may be a physical check. Contact payroll@cca.edu if you have any questions.

If instead you have questions regarding direct deposits for expense, please contact businessoffice@cca.edu.

Manage Your Payment Elections

You can designate different payment types to different accounts you have on file. For example, you can have paychecks directly deposited to one account while expense reimbursements are sent to another.

Follow these steps to manage your employee payment elections (in this case, for your paychecks):

1) Run the **Payment Elections** report.

2) Review the **Payment Elections** table, which shows payment elections by available **Pay Types**.

3) Click the **Edit** button for your **Payroll** payment election.

4) Click the **Account** dropdown to select a different account on file.

5) You may designate **up to three** accounts for direct deposit of paychecks. Add other accounts here as needed:

- Click the **plus icon** at the left of the table to create a new row or click the **minus icon** to delete an existing row.
- Select an account from the **Account** dropdown.
- Review and set the **Balance / Amount / Percent** for each listed account to determine payments each pay period:
    1. **Amount** - Define an exact dollar amount of your paycheck to be deposited into the account.
    2. **Percent** - Define the percentage of your paycheck to be deposited into the account.
    3. **Balance -** The balance of your paycheck (after any other elections have been deducted) will be deposited into the account.

6) Click **OK** to save changes.