MANAGING PAYMENT ELECTIONS: EDIT, REMOVE OR VIEW PAYMENT ELECTIONS

LOG IN TO WORKDAY - CLICK HERE

Go to https://myapps.oakgov.com from an Internet connected computer or download the Workday mobile app available in iOS and Android for tablets and smartphones. Organization id: oakgov.

For difficulty signing into Workday (Workday mobile) or MFA/OKTA, please contact IT Self-Service or 248- 858-8812.
If you have additional questions about how to use Workday, contact the Workday Support Center at workday@oakgov.com.

Look for additional job aids and documents in the Workday Toolkit - Click here
Questions? email - workday@oakgov.com

Distribute payroll and expense payments between different bank accounts (checking or savings), and specify the payment method, such as check or direct deposit. This job aid provides step-by-step instructions on how to manage your payment elections.
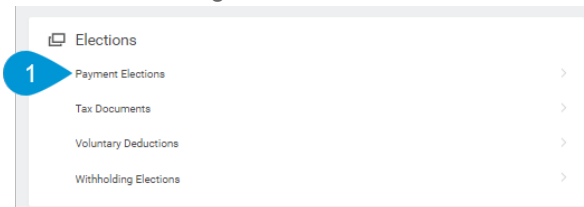
IMPORTANT: All instructions in this job aid start from the Pay worklet.

Pay

EDIT, REMOVE & VIEW PAYMENT ELECTIONS

1. Click **PAYMENT ELECTIONS** located under the Elections menu on the far right.

Elections
① Payment Elections
Tax Documents
Voluntary Deductions
Withholding Elections

2. Click the **EDIT** button to edit and/or update bank account information. All required information will be indicated with a red asterisk.
3. Click the **REMOVE** button to delete a bank account.

Note: An account can only be removed if it is no longer being used as a payment election.

4. Click the **VIEW** button to view current bank account information.

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number		
Checking	United States of America	Vibe Credit Union	Checking		② Edit	
					③ Remove	
					④ View	

5. Click **OK** to save.

EDIT PAYMENT ELECTION AMOUNTS

1. Click **PAYMENT ELECTIONS** located under the Elections menu on the far right.

Elections
① Payment Elections
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Withholding Elections
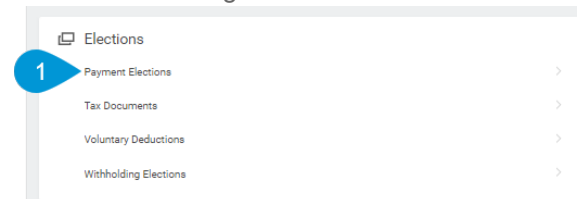
2. Click the **EDIT** button in the Payment Elections section to modify a payment election.

Payment Elections 2 items

Pay Type	Payment Elections					
	Payment Type	Account	Account Number	Distribution		
Reimbursements	Direct Deposit	Checking		Balance Yes	Edit	
Payroll - Active Employee	Direct Deposit	Checking		Balance Yes	Edit ②	

3. Change the amount or percent that is deposited into the account or the account that receives the balance of payments for the payment type.
4. Click **OK** to save.

Account	*Balance / Amount / Percent	
✕ Checking	● Balance	
	③ ○ Amount	
	0.00	

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