

Employee Documentation

Job Aid: Manage Payment Elections for Expense Reimbursements

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Version: 3

DOCUMENT OVERVIEW:

Manage Payment Elections for Expense Reimbursements is the process an employee follows to set up an account or add a new account for expense reimbursements in One Source (Workday).

TIPS AND TRICKS:

If you have not previously set up payment elections you will need to complete that process before this process can be done. Reference the *Change Payment Elections* job aid located on the [Direct Deposit / Bank Information](#) knowledge article for step-by-step instructions.

STEP-BY-STEP PROCEDURE:

1. Open the *One Source* (Workday) application and log in.
2. On the right-hand side of the page, click **View All Apps** and then select **Expenses**.
3. Under *View*, click **Payment Elections**.
4. In the *Payment Elections Requiring Setup* table, click **Add**.
5. Click the **Country** dropdown and select **United States of America**.
6. Click the **Currency** dropdown and select **USD**.
7. Click the **Payment Type** dropdown and select **Direct Deposit**.
8. Click the **Account** dropdown and select the account in which you would like to deposit the reimbursement.
9. Under *Balance / Amount / Percent*, click the **Balance** radio button.
10. Click **OK**.
11. If you do not need to add a new account, skip to step 14. To set up a different deposit account for your expense reimbursements, click **Add** under *Accounts*.
12. Enter all required *Account Information*.

Note: All required fields are indicated by a red asterisk.

13. Click **OK**.

14. Verify the *Status* indicates **Successfully Completed**.