

## Overview:

This document explains how Students can set up their payment and refund elections in Workday.

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.
- For assistance or training using these procedures, email the Business Office at [businessoffice@findlay.edu](mailto:businessoffice@findlay.edu)

## Icons referred to in this document



Add Row



Prompt



Related Actions



Required Field



Radio Button

## Set Up Payment and Refund Elections

**Note:** It is highly encouraged that all students set up Payment and Refund Elections in Workday.

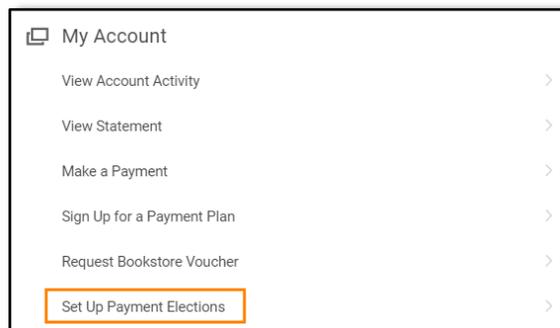
1. Click the **Finances** application on the Workday home page.



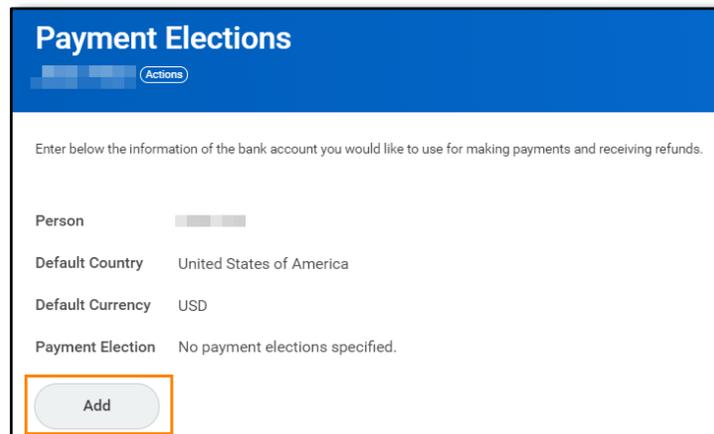
2. Under *My Account*, **More**.



3. Click **Set Up Payment Elections**.



4. Any current Payment Elections display.
5. Click **Add**.



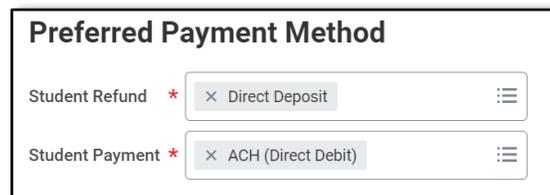
- The **Student Refund** preferred payment method auto-populates to *Direct Deposit*.

**Note:**

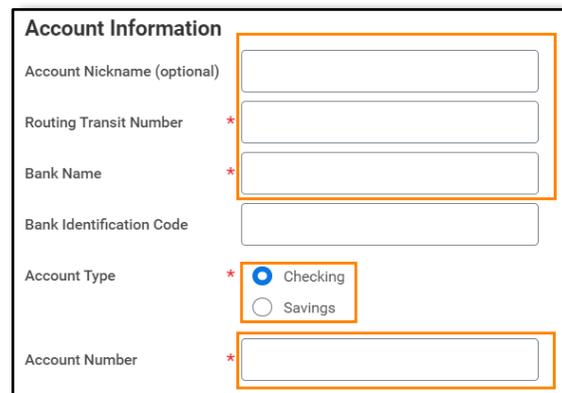
- o Direct Deposit goes to an existing bank account.
- o If you prefer to receive a check, click the **Prompt** to change.

- The **Student Payment** preferred payment method auto-populates to *ACH*.

**Note:** ACH is a money transfer from your bank account to the university's bank account.



- Enter an **Account Nickname**.
- Enter a **Routing Transit Number**.
- Enter the **Bank Name**.
- Enter a **Bank Identification Code**, if desired.
- Click the **Radio Button** to select the **Account Type**.
- Enter the **Account Number**.



- Click **OK**.
- You Payment Elections and Account information displays.  
**Note:** You can Add, Edit, and Remove Payment Elections and Accounts at any time.



Person ██████████

Default Country United States of America

Default Currency USD

Status Successfully Completed

Last Updated 02/07/2021 09:21 AM

**Accounts** 1 item 🔍 🗑️ 📄

Account Nickname	Country	Bank Name	Account Type	Account Number	
My Test Checking	United States of America	PNC	Checking	*****1111	<a href="#">Edit</a> <a href="#">Remove</a>

[Add](#)

**Payment Elections** 2 items 🔍 🗑️ 📄

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Student Refund	Direct Deposit	My Test Checking	*****1111	Balance Yes	<a href="#">Edit</a>
Student Payment	ACH (Direct Debit)	My Test Checking	*****1111	Balance Yes	<a href="#">Edit</a>