

Overview:

This document explains how Students can make a payment 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.

Icons referred to in this document



Add Row



Prompt



Related Actions



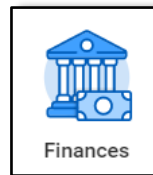
Required Field



Radio Button

Make a Payment

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

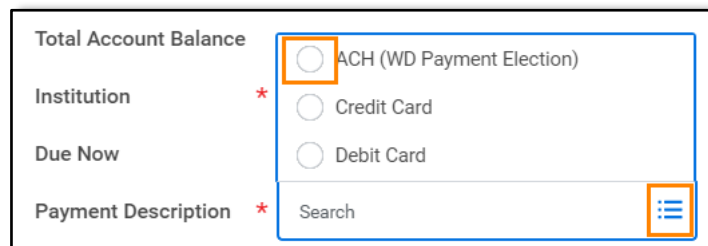


2. Under *My Account*, click **Make a Payment**.



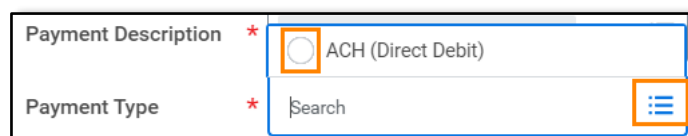
3. Click the **Prompt** to select the **Payment Description**.

Note: Selecting Credit Card or Debit card will re-direct you to CASHNet.



4. Click the **Prompt** to select the **Payment Type**.

Note: The options provided are based on your selection in the **Payment Description** field.



5. Click **OK**.
6. The **Payment Amount** auto-populates to the **Due Now** amount.

Notes:

- This field can be changed if needed. For example, when making a Payment Plan installment.
- To view your Payment Plan see the quick guide: [SignUp for Payment Plan](#)

Student	[Redacted]
Total Account Balance	10,773.32
Institution	* The University of Findlay
Due Now	6,939.00
Payment Description	* X ACH (WD Payment Election) [Menu]
Payment Type	* X ACH (Direct Debit) [Menu]
Payment Amount	* 6,939.00
Currency	* USD

7. Your Preferred Payment Election auto-populates.

Note: If you do not have Payment Elections in Workday, see the *Sign Up for Payment and Refund Elections quick guide*.

Payment Election	My Test Checking
------------------	------------------

8. Click **OK**.
9. Review the Payment.
10. Click the **checkbox** to **Confirm**.

Student	[Redacted]
Institution	The University of Findlay
Reference	626806-20210207072022786
Payment Description	ACH (WD Payment Election)
Payment Type	ACH (Direct Debit)
Payment Amount	6,939.00
Payment Election	My Test Checking
Currency	USD
Confirm	* <input type="checkbox"/>

11. Click **OK**.
Note: If Credit card or Debit card was previously selected you will be re-directed to CASHNet.
12. Click **Done**.
Note: The University still accepts Check or Cash at the Business Office but encourages students to use the Self-Service "Make a Payment" task within Workday.