KEAN | workday

My Guide

Managing your Payment Elections (Direct Deposit)

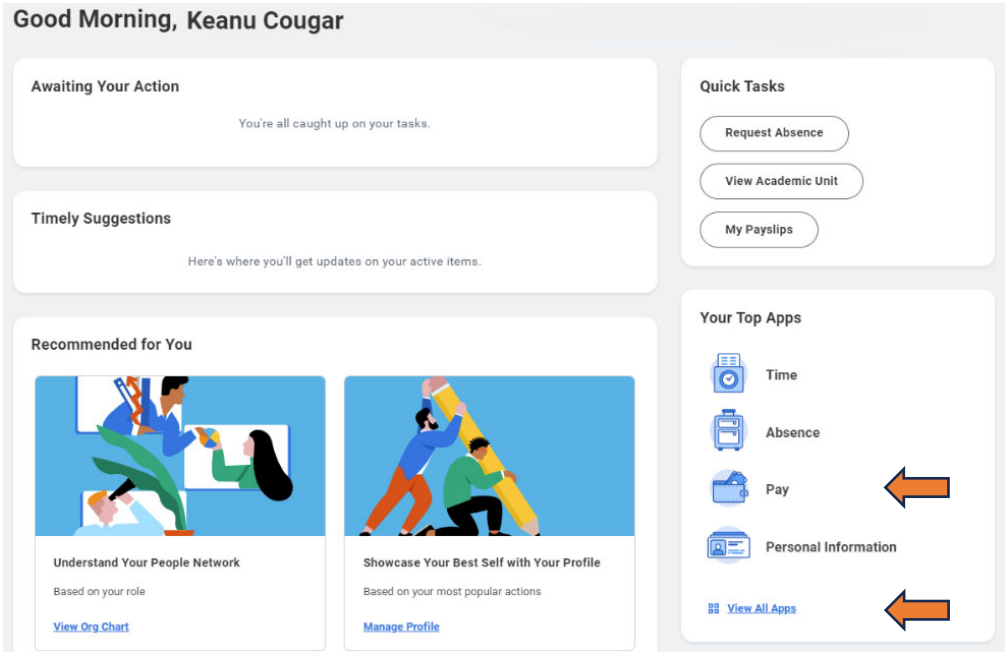
<u>This Kean Workday MyGuide is intended for the following users:</u>

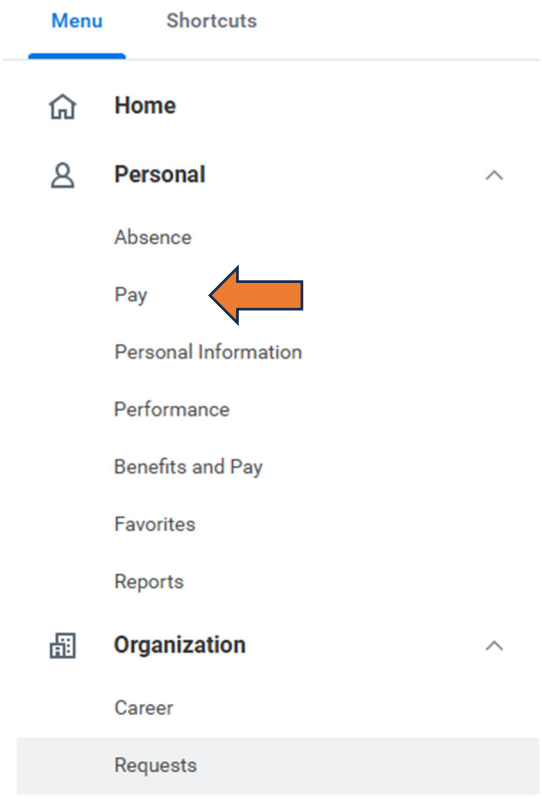
All Kean University Employees

Managing Payment Elections via the Pay Worklet

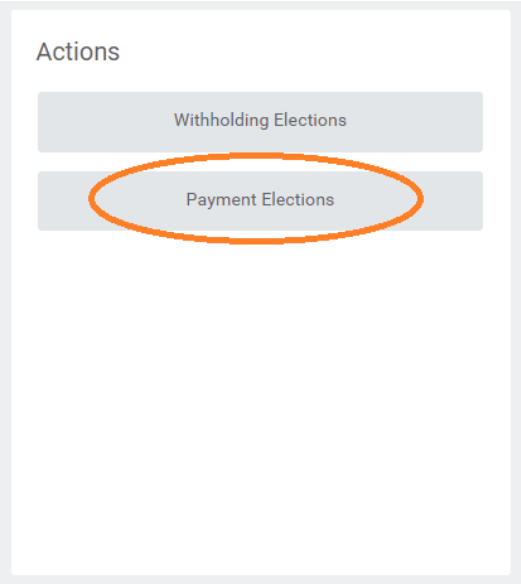
Step 1

From the home page, navigate to the Pay Worklet. The Worklet will open a new dashboard from which you can access your specific information. If you do not see this Worklet, click View All Apps.





****Note that not all homepages are the same, therefore your icon may not be in any particular location. The icon you are looking for says "Pay".**



Step 2

Once you click "Pay", a dashboard will open containing two sections "Action' and "View".

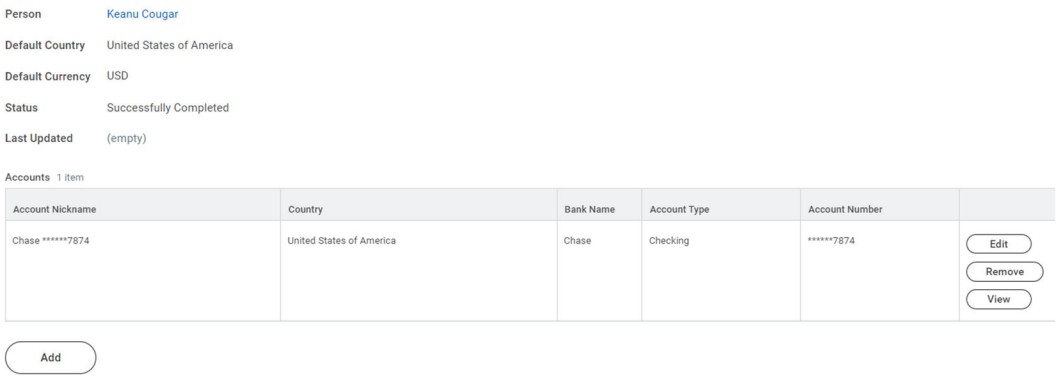
Click on Payment Elections option under the Actions header.

****Note that not all dashboards are the same, you may have more than the three listed.**

Payment Elections

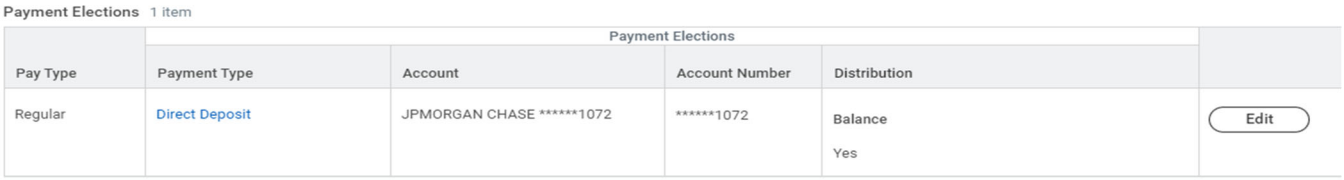
Below is Keanu Cougar's view from the Payment Elections screen.

Accounts Section: This area displays the bank account(s) on file for Direct Deposit.



Payment Elections section: Details the prescribed flow for your income. Not all saved accounts may be listed in this section. The user has the option to specify whether direct deposits will flow to one or more accounts. These instructionswill be displaying in full in the Payment Elections section of the screen.

**Note that employees may specify up to four accounts for direct deposit.



Step 3

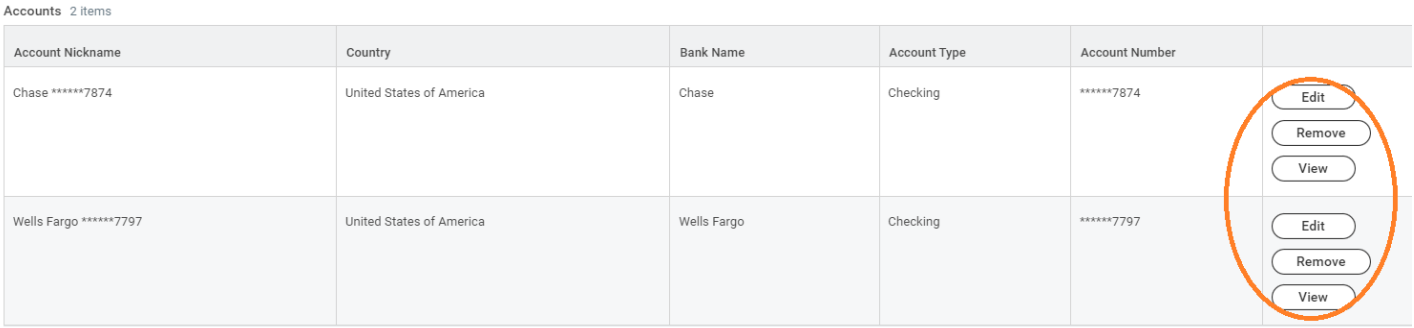
Review your bank account(s) and ensure that all banking information is accurate and up to date.

Step 4

Review your Payment Elections (Direct Deposit) and confirm that the instructions for the allocation of your funds is accurately displayed.

Payment Elections – Making Changes to Financial Information

To make changes to your current financial information on file, use the action buttons to the right side of the section.



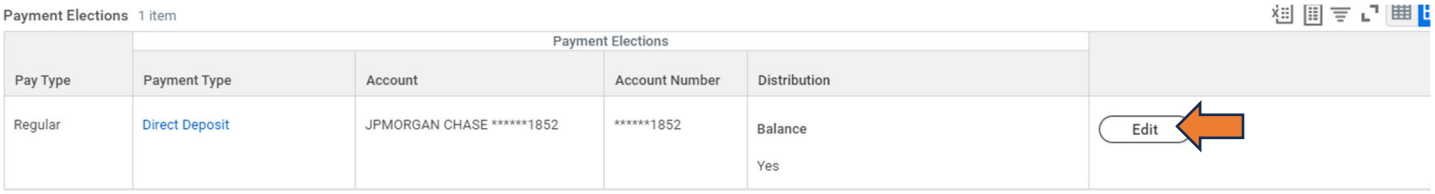
Accounts 2 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
Chase ******7874	United States of America	Chase	Checking	******7874	Edit Remove View
Wells Fargo ******7797	United States of America	Wells Fargo	Checking	******7797	Edit Remove View

Splitting Direct Deposit

Step 1

Under the Payment Elections section click the Edit button.

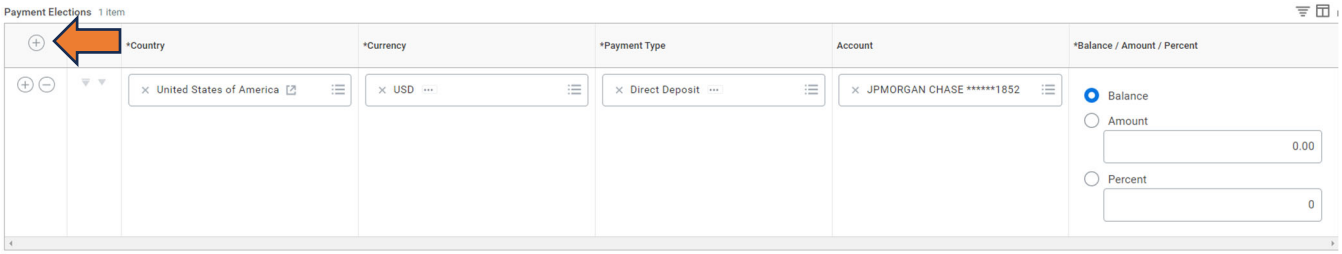


Payment Elections 1 item

	Payment Elections				
Pay Type	Payment Type	Account	Account Number	Distribution	
Regular	Direct Deposit	JPMORGAN CHASE ******1852	******1852	Balance Yes	Edit

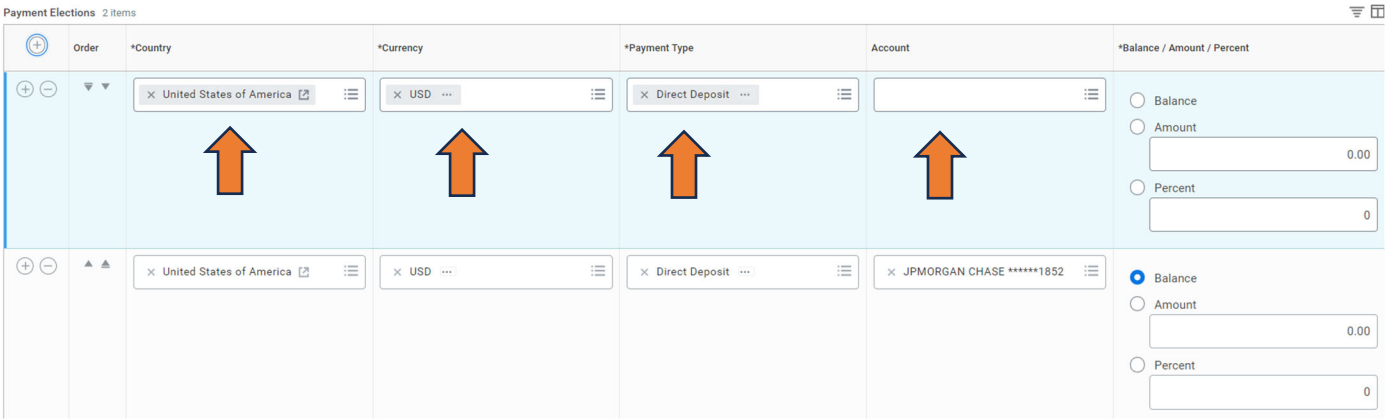
Step 2

Click the + sign at the left under the Payment Elections heading to add a line.



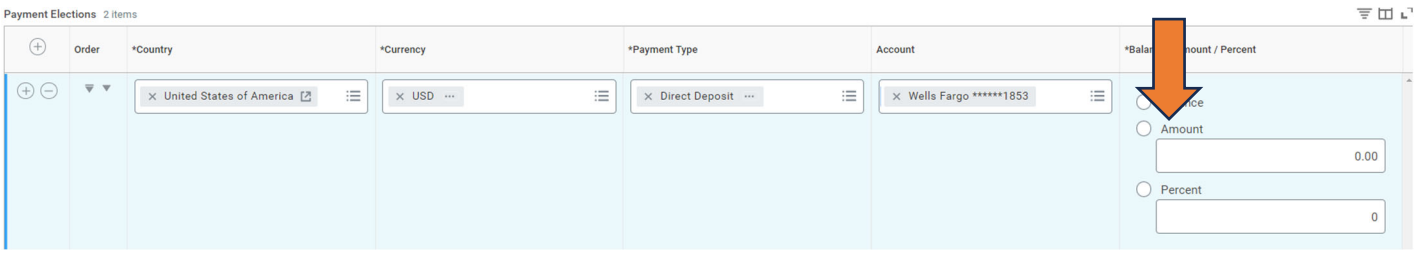
Step 3

Click into each field and use the available information to make your desired elections.



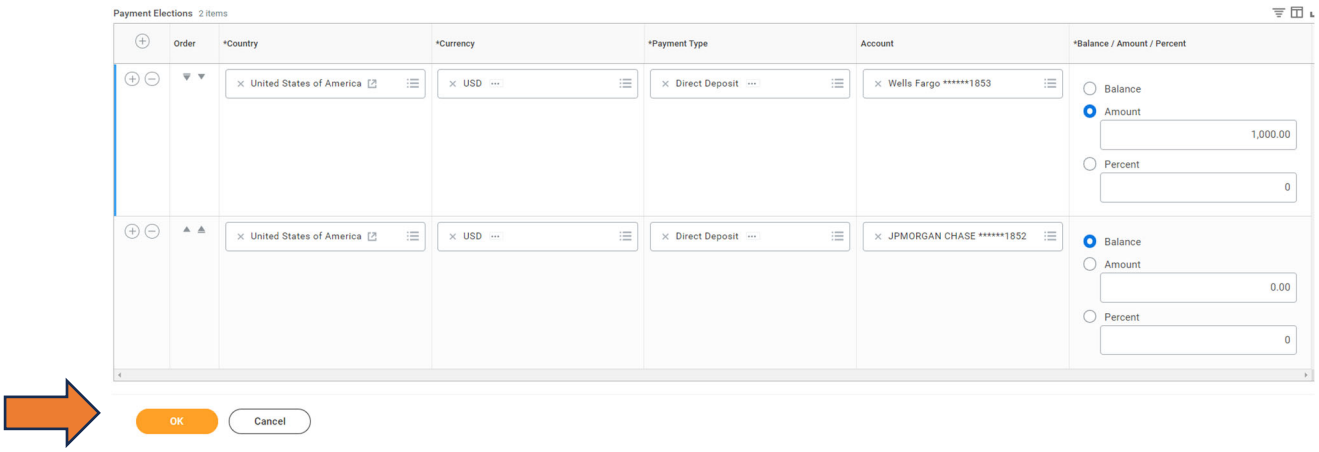
Step 4

In the far right, identify the amount, or percentage of funds, you wish to send to each account.



Step 5

Once completed, click OK to save.



Step 6

You will return to the Payment Elections screen, please ensure that the changes have been accurately captured.

Payment Elections 2 items

	Payment Elections				
Pay Type	Payment Type	Account	Account Number	Distribution	
Regular	Direct Deposit	Wells Fargo ******1853	******1853	Amount 1,000.00	Edit
	Direct Deposit	JPMORGAN CHASE ******1852	******1852	Balance Yes	

For Direct Deposit related questions you may reach out to our Payroll Team via email at payroll@kean.edu