

# Managing your Payment Elections (Direct Deposit)



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

All Kean University Employees

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# **Managing Payment Elections via the Pay Worklet**

### Step 1

Menu

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.

Good Morning, Keanu Cou	ıgar	
Awaiting Your Action	aught up on your tasks.	Quick Tasks Request Absence
Timely Suggestions	get updates on your active items.	View Academic Unit My Payslips
Recommended for You	Showcase Your Best Self with Your Profile Based on your most popular actions Manage Profile	Your Top Apps   Ime   Ime   Absence   Pay   Pay   Personal Information
Shortcuts		
me		
rsonal	**Note the second se	nat not all homepages
sence	therefore	your icon may no

	Home		
8	Personal	^	<b>**Note that not all homepages are the same,</b>
	Absence		therefore your icon may not be in any
	Pay		particular location. The icon you are looking for says "Pay".
	Personal Information		
	Performance		A
	Benefits and Pay		Pay Pay
	Favorites		
	Reports		
圕	Organization	^	
	Career		
	Requests		

Actions	
	Withholding Elections
	Payment Elections

### 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.

Person	Keanu Cougar								
Default Country	United States of America								
Default Currency	USD								
Status	Successfully Completed								
Last Updated	(empty)								
Accounts 1 item									
Account Nickname		Country	Bank Name	Account Type	Account Number				
Chase *****7874		United States of America	Chase	Checking	******7874	Edit Remove View			

**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 instructions will be displaying in full in the Payment Elections section of the screen.

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

Payment Elections 1 item							
	Payment Elections						
Рау Туре	Payment Type	Account	Account Number	Distribution			
Regular	Direct Deposit	JPMORGAN CHASE *****1072	*****1072	Balance Yes	Edit		

### 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				薀 □ ╤ ι ■
		Paymen	t Elections		
Рау Туре	Payment Type	Account	Account Number	Distribution	
Regular	Direct Deposit	JPMORGAN CHASE *****1852	*****1852	Balance	Edit
				Yes	

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

Payment Elections 1 item				≡ 🖬
+ Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
⊕ ⊖ 👻 🗵 🛛 🗵 🖼		X Direct Deposit	× JPMORGAN CHASE ******1852 ∷≣	Balance Amount 0.00 Percent 0
<				• • • • • • • • • • • • • • • • • • •

# Step 3

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

Payment Elections 2 items								
(+)	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent		
(+) (=)	▼ ▼	× United States of America [2] · · · · · · · · · · · · · · · · · · ·		× Direct Deposit ··· ·· ·· ·· ·· ·· ·· ·· ·· ·· ·· ·· ·		Balance Amount 0.00 Percent 0		
(±) (=)	▲ ▲	× United States of America [2] ∷ ∷ Ξ	× USD :=	X Direct Deposit 🚥 🗮	X JPMORGAN CHASE *****1852	Balance Amount 0.00 Percent 0		

# Step 4

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

	ient Liet	ctions 2 iter	ms					単田に
	+	Order	*Country	*Currency	*Payment Type	Account	*Balar	nount / Percent
÷	$\Theta$	₩ ₩	x United States of America [Z] ∷Ξ	x USD :=	X Direct Deposit	X Wells Fargo *****1853 ∷Ξ	0	Amount 0.00 Percent

# Once completed, click OK to save.

(+)	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
( <del>+</del> ) ( <b>-</b> )	Ψ Ψ	× United States of America [∄ ∷≣	× USD 🗮	X Direct Deposit :=	× Wells Fargo ******1853 ∷⊟	Balance Amount
						Percent
(+) (-)	* *	X United States of America 🖄 🗮	× USD 🗎	X Direct Deposit	× JPMORGAN CHASE ******1852 ∷≣	Balance     Amount
						Percent

Step 6

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

<b>Payment Elections</b>	2 items
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	Payment Elections				
Рау Туре	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 <u>payroll@kean.edu</u>