

MANAGE PAY INFORMATION

VIEW PAYMENT ELECTIONS

From the **Home** page:



1. Click on the **Pay** worklet.

Payment Elections

2. Click on [Payment Elections](#) under the Action section.
3. Your current Payment elections will display in the **Payment Elections** page.

CHANGE YOUR PAYMENT ELECTIONS

From the **Payment Elections** page:

Edit

1. Click the [Edit](#) button at the top left of the page.
2. This will take you to the **Manage Payment Elections** page.

Used by Pay Types Payroll Payments

Sample Check

NAME		0123
ADDRESS		01-23456789
CITY, STATE ZIP	DATE	
PAY TO THE ORDER OF		\$
		DOLLARS
BANK NAME		
ADDRESS		
CITY, STATE ZIP		
FOR		
0123456789 01234567890123 0123		
Routing Number	Account Number	

Account Information

Account Nickname (optional)

Account Type ☒ Checking ☐ Savings

Bank Name

Routing Transit Number

Account Number

If you are changing an existing account:

Change Account

3. Click [Change Account](#) next to the account that you wish to change.
4. This will take you to the **Change Account Information** page.

5. Type your changes.

OK

6. Click .

If you are adding a new account:

Add Account

7. Click under the Accounts table.

8. This will take you to the **Add Account** page.

9. Type in the Bank Name, Routing and Account numbers.

OK

10. Click .

11. The new account will display in the Accounts table.

Accounts 2 items

Account Nickname
JPMORGAN CHASE BANK, NA ***** 1234
JPMORGAN CHASE BANK, NA *****4321

Add Account

If you are changing the Payment Elections:


12. Scroll down to the Payment Elections section table. The original account will display.

Change Election

13. Click .

14. The Payment Election page will display.

15. Remove the old account under the Account column.

16. Use the **Prompt** icon  or type to indicate the newly-added account.

Next

17. Click .

Submit

18. Review your changes and click .

Done

19. Click .

If you are deleting an account:

Delete Account

20. Click next to the appropriate account. Make sure that this is

not the same account that is listed as the Payment Election account. If it is, then you will need to change the payment elections first.

OK

21. Click .