

## Manage Your Direct Deposit

From the Pay application:

1. Click **Payment Elections** under Actions.
2. Under **Accounts** header, you can see the banking accounts you have added to your file. Edit or remove bank accounts using the **Change Account** or **Delete Account** buttons.
3. Under the **Payment Elections** header, you can see how your direct deposits are distributed your **payroll payments** (your paycheck), and for **expense payments** (such as reimbursements for travel).

Payment Elections Ben Adams

Designate how to receive payment for each type of pay. For direct deposit be sure to add accounts prior to changing elections.

Worker Ben Adams  
Default Country United States of America  
Default Currency USD  
Status Successfully Completed

Accounts 3 items

| Account Nickname | Country                  | Bank Name        | Account Type | Account Number |  |
|------------------|--------------------------|------------------|--------------|----------------|--|
| Primary Checking | United States of America | Wells Fargo Bank | Checking     | *****4815      | <input type="button" value="Change Account"/><br><input type="button" value="Delete Account"/> |
| Holiday Savings  | United States of America | Wells Fargo Bank | Savings      | *****8129      | <input type="button" value="Change Account"/><br><input type="button" value="Delete Account"/> |
| Personal Savings | United States of America | Wells Fargo Bank | Checking     | *****1411      | <input type="button" value="Change Account"/><br><input type="button" value="Delete Account"/> |

4. Click **Change Election** next to the Pay Type to modify a payment election.

5. Change the amount, the percent that goes to the account, or the account that receives the balance of payments for the pay type.
6. Use the add row **+** and remove row **-** buttons to add or remove accounts for that particular direct deposit type.
7. **Please note:** the account that receives the **Balance** of your payment must be the last one listed. Use the **Move Row Up** and **Move Row Down** **▲ ▼** rearrange the order of your accounts and to ensure the bottom row receives the balance.

For example, in the image below, the first account receives \$500, then the second account receives the balance of whatever remains:

\*Balance / Amount / Percent

Balance

Amount

Percent

Balance

Amount

Percent

8. Click **OK** to save.