



**Associate Job Aid**

# **MANAGING YOUR PAY**

**NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID  
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.**

# Managing Your Pay

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## CHANGE YOUR TAX WITHHOLDINGS

- Click the **Payroll Info** icon on the home screen.



Payroll Info

- Click **Withholding Elections**.

Actions

Withholding Elections

Payment Elections

- Click the **Update** button.

Update

- Fill in the **Effective Date**.

Effective Date \* 07 / 08 / 2018 

- Click **OK**.

OK

- Make your changes.

- Check the **I Agree** box.

I Agree \*

- Click **OK**.

OK

# Managing Your Pay

## DESIGNATE HOW TO RECEIVE YOUR PAY

1. Click the **Payroll Info** icon on the home screen.



Payroll Info

2. Click **Payment Elections**.

Actions

Withholding Elections

Payment Elections

3. In the **Accounts** section, use the buttons to add, edit or remove bank accounts.

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Personal Checking	United States of America	SAFE FCU	Checking	*****4112	<div style="border: 1px solid red; padding: 2px;">Edit</div> <div style="border: 1px solid red; padding: 2px;">Remove</div>

Add

**Note:** You can add as many accounts as you wish, but only six can be used at one time.

4. If you're splitting your pay between multiple accounts, use the **Edit** buttons in the **Payment Elections** section to specify the amounts that go into each account.

Payment Elections 1 item

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Payroll Interface	Direct Deposit	Personal Checking	*****4112	Balance Yes	<div style="border: 1px solid red; padding: 2px;">Edit</div>

You must start by specifying an **Amount** for at least one of the accounts. Then you can choose to have the **Balance** put into a different account. **Only one election can have a Balance distribution, and it should always be selected last.**