

Managing your Payment Elections (Direct Deposit)



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

All Kean University Employees

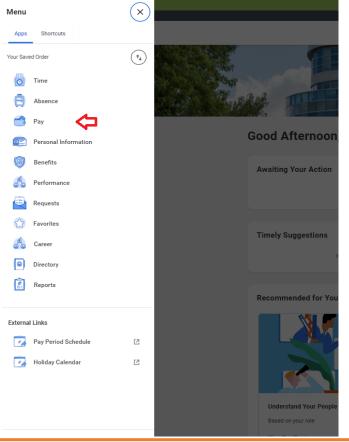
Kean University - Office of Human Resources - (908) 737 - 3300 - workday@kean.edu

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.

Good Morning, Keanu Coug	ar	
Awaiting Your Action		Quick Tasks
You're all caug	ht up on your tasks.	Request Absence
		View Academic Unit
Timely Suggestions		My Payslips
Here's where you'll get	updates on your active items.	
		Your Top Apps
Recommended for You		Time
	<u> </u>	Absence
	1	Pay 🦊
Understand Your People Network	Showcase Your Best Self with Your Profile	Personal Information
Based on your role	Based on your most popular actions	88 View All Apps
View Org Chart	Manage Profile	BB YISWAMAMA



**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".



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	USD								
Status	Successfully Completed									
Last Updated	(empty)	(empty)								
Accounts 1 item										
Account Nickname		augusta .	Bank Name	1	AA Monthea					
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.

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	੫ ⅲ 束 ┙ ▦ ๒			
Рау Туре	Payment Type	Account	Account Number	Distribution	
Regular	Direct Deposit	JPMORGAN CHASE *****1852	*****1852	Balance Yes	Edit

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

+ Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
⊕ ⊖ ♥ ♥ X United States of America ☑ ⋮≡	× USD	X Direct Deposit	× JPMORGAN CHASE ******1852 ∷≣	Balance Amount Opercent Opercent

Step 3

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

Payment Ele	Payment Elections 2 items 🔤 📅								
+	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent			
÷	₩ ₩	× United States of America (≧) ∷≡		× Direct Deposit ··· ·· ·· ∷≡		Balance Amount 0.00 Percent 0 0			
(+) (-)	▲ ▲		X USD I	X Direct Deposit	× 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.

+) o	rder	*Country	*Currency	*Payment Type	Account	*Balar	nount / Percent
Θ	₹ ₹	× United States of America [2] ∷	× USD:≡	X Direct Deposit …	× Wells Fargo *****1853 ∷Ξ	χ	Ce
						0	Amount
							0.00
						0	Percent

Once completed, click OK to save.

(+)	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
÷	V	X United States of America [2]	x USD :=	X Direct Deposit	X Wells Fargo *****1853 📰	Balance Amount Percent
÷ ⊝	A A	X United States of America [2]	x uso :⊞	X Direct Deposit :=	X 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.

Payment Elections	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>