PAY: Apply Student Work Earnings to Tuition Account

OVERVIEW
This guide will cover how to add or change your payment election information in Workday and direct Student Work earnings to your Tuition account.

Access your Payment Elections
1. From your Profile, click View Profile.
2. In the left menu, select Pay
3. Click on the Payment Elections tab at the top of the page.

Edit, Remove, or View a payment election
On the Payment Elections page, you can add your bank account(s) and specify which accounts should be used for expense reimbursement and student payroll payments.

- If you would like to change information pertaining to your accounts, under the Accounts section click the Edit button next to the appropriate account.
- You can also Remove or View an account by clicking on the corresponding button.
Direct payroll earnings to Student Account

You have the option to split your Payroll Student earning between accounts on your Workday profile, by a specified dollar amount, percentage, or remaining balance after funds have been deposited into a different account.

**NOTE:** ALWAYS manage your student account election first.

1. Under Payment Elections for Payroll Student click the **Edit** button.
2. Click the plus or minus sign under to add or remove a payment election.
3. Enter Country: United States
4. Enter Currency: USD
5. Select Payment Type: Carleton Student Account
6. Select between Balance, Amount, or Percent.
   
   7. **Balance** refers to any remaining funds after all other payment elections have been deposited.
   8. **Amount** lets you specify a specific dollar amount for this election.
   9. **Percent** lets you specify the proportion of your payment that should go to this election.

10. Complete a second line if you are splitting your earnings between your Carleton Student Account and your bank account and select Balance.