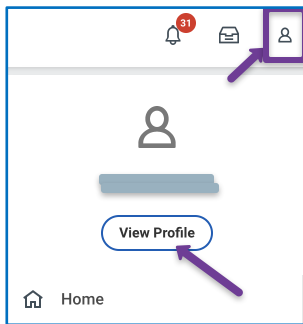


## OVERVIEW

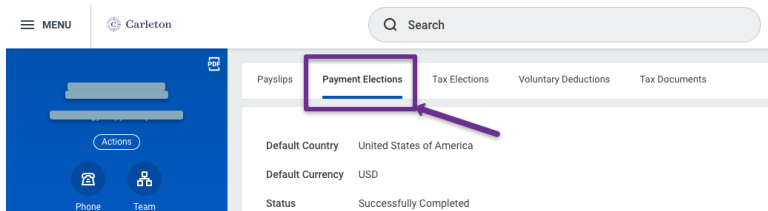
This guide will cover how to add or change your payment election information in Workday and direct Student Work earnings to your Tuition account.

### 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.

Last Updated 05/11/2022 01:51 PM

Account Nickname	Country	Bank Name	Account Type	Account Number	
BankABC *****4321	United States of America	BankABC	Checking	*****4321	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">View</a>
BankXYZ *****4321	United States of America	BankXYZ	Checking	*****4321	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">View</a>

[Add](#)

- 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.

# PAY: Apply Student Work Earnings to Tuition Account

# Student Employee

## 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.

Order	*Country	*Currency	*Payment Type
+	United States of America	USD	Direct Deposit

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.

Account	*Balance / Amount / Percent
	<input type="radio"/> Balance <input type="radio"/> Amount <input checked="" type="radio"/> Percent 50
Wells Fargo *****5598	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="radio"/> Percent 0