INTERNATIONAL EXPENSE REIMBURSEMENT JOB AID

PAYROLL PAYCHECK DIRECT DEPOSIT PROCESS

International employees on local payrolls such as Abu Dhabi, Indonesia, Qatar, Dubai, Singapore, Lebanon, etc., please contact the International Payroll Team at ESGInternationalPayroll@bah.com to add or update your payroll banking information for direct deposit of your pay check. In case of a transfer or a repatriation staff should also reach out to the international payroll team for further guidance.

U.S. and international employees on U.S. payroll (SOFA Status employees) use the ADP Payroll Workcenter website for payroll and direct deposit transactions via payroll.bah.com. If direct deposit account information is not entered via payroll.bah.com you will receive a live paper check mailed to your home.

EXPENSE REIMBURSEMENT BANK ACCOUNT MANAGEMENT

All employees use Workday to enter their expense reimbursement banking account information. The bank account setup screen in Workday is based on the employee’s country alignment. If your country alignment is incorrect, please contact the Help Desk for assistance.

1. From the Workday home page, click the Pay worklet. This will take you to the area to manage your bank account information for business expense reimbursement.

2. Then click Payment Elections.

3. Employees who are setting up their expense reimbursement information for the first time will need to click on Add Elections. If you are a new hire, you will get a “TO DO” Step to Add Payment Elections.

4. Or if your banking information is already in Workday you need to hit the Change Account, Delete Account or Add Account button.
If the option **Add Account** or **Change Account** is selected, then all the required fields noted with an asterisk will need to be completed. Workday will validate if the **Routing Transit Number** contains 9-digits and if the **Account Number** is appropriate. The below error messages will display when incorrect numbers are entered.
5. For International staff, you should complete the Additional Information section to add the Bank Identification Code (Swift Code). The field is not required in Workday. However, if you do put incorrect information in the field, you will get an ALERT message.

![Change Account Information](image)

6. Employees will have the option to add multiple accounts by selecting the Add Account button. But, only one of the accounts can be used for payment elections for business expense reimbursement. To designate which account would be used, select Change Election, then select the account for business expense reimbursement.

![Payment Elections](image)

7. You can select the menu button to expand the view of all your banking account choices. Please also read carefully the text on this page noted in the red box below. When complete click OK.