US EXPENSE REIMBURSEMENT JOB AID

PAYROLL PAYCHECK DIRECT DEPOSIT PROCESS

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.
4. Or if your banking information is already in Workday and needs to be updated select **EDIT**.

5. If the option **Add Account** or **Change Account** is selected, then all the required fields noted with an asterisk will need to be completed.

6. Workday will validate if the **Routing Transit Number** contains 9-digits. The below error message will display when an incorrect routing number is entered.
7. 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.

![Manage Payment Elections](image)

8. In the below screenshot, the employee has set up three bank accounts but has selected Bank 2 as the account to be used for Payment Elections. To change the account, select **Change Election**, then select the account for business expense reimbursement.

![Manage Payment Elections](image)

9. You can select the menu button to expand the view of all your banking account choices.
10. Once the changes are made, then click on **Submit** at the bottom left corner of the screen.

11. A confirmation/completed screen will appear, then select the **Done** button on the bottom left corner.