

# How to set up your Payment Election

\*\*\*This is one of your Workday Onboarding tasks

You can get your pay via direct deposit (to one or multiple accounts), Wisely Pay card, or both.

Page 1: enter information for your primary payment election.

Page 2: you have the option to split your pay between multiple accounts.

*\*Note: Allow up to 5 business days for changes to take effect. Inaccurate information may result in delays.*

## Screen 1: Enter Payment Elections

1. Go to the **Preferred Payment Method** section.
  2. In the **Payroll Election Rule CDWA** field, select either Direct Deposit or Wisely Pay card from the dropdown menu.
- **Direct Deposit** – your pay will be deposited into bank/credit union account(s) of your choice.

- **Wisely Pay card** – your pay will be deposited on the Wisely debit card.
  - If you already have a Wisely Pay card, select Direct Deposit from the **Payroll Election Rule CDWA** menu. In the Account information section you will enter your Wisely account information.
  - For more information on the Wisely Pay card, refer to the website: [www.consumerdirectwa.com/ip-resources/](http://www.consumerdirectwa.com/ip-resources/)

Additional instructions can be found here: [www.consumerdirectwa.com/ip-payment-election](http://www.consumerdirectwa.com/ip-payment-election)

### Screen 1: Selecting Payment Method

1. In the Payroll Election Rule CDWA field choose to have your pay go directly to your bank/credit union account (Direct Deposit) or to a debit card (Wisely Pay card).  
 Note: If you already have a Wisely card or another pay card, select Direct Deposit from the Payroll Election Rule CDWA dropdown. In the Account Information section below, enter your pay card account info.  
 2. In the Expense Election Rule select **Manual** for your expense payment election. If you are an IP authorized for mileage, you will be reimbursed on your regular payroll.

If you selected **Direct Deposit**, you must enter:

- Bank or Credit Union Routing Transit Number
- Bank Name
- Account Type
- Bank or Credit Union Account Number

If you selected **Wisely Pay card**, enter the following:

- Routing Transit Number: 071922476
- Bank Name: Wisely
- Account Type: Checking
- Account Number: 1

Wisely Pay card Information: [www.consumerdirectwa.com/ip-wisely](http://www.consumerdirectwa.com/ip-wisely)

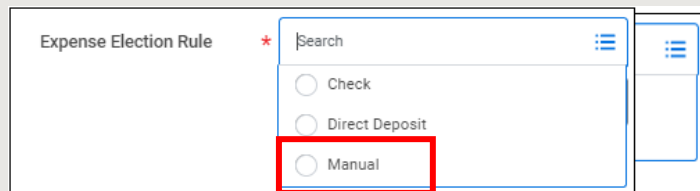
### Screen 2: Splitting Payroll Between Accounts (optional)

NOTE: If not splitting pay, review the information and click **Submit**.

To split your pay between multiple accounts:

1. Click the **Add** button to add other accounts
2. In the Payment Elections section, click the **Edit** button to split pay
3. Click the **+** button to add the new account you created
4. Divide pay between accounts by either percentage or exact dollar amount

**\*\*ALLOW UP TO 5 BUSINESS DAYS FOR CHANGES TO TAKE EFFECT. INACCURATE INFORMATION MAY RESULT IN DELAYS.\*\***



Expense Election Rule \* [Search] [Menu Icon]

- Check
- Direct Deposit
- Manual

3. In the Expense Election Rule field, choose Manual from the dropdown menu.

**Note:** if you are authorized for mileage, you will be reimbursed through your Payroll Election method.

4. Account Information: Enter information in the required fields shown with the red asterisks (\*). Optionally, enter an Account Nickname and Bank Identification Code.

## Wisely Pay card

If you selected the **Wisely Pay card** as your **Payroll Election** method, enter the following information in the required fields exactly as shown.

- Routing Transit Number:** 071922476
- Bank Name:** Wisely
- Account Type:** Checking
- Account Number:** 1

Account Information	
Account Nickname (optional)	<input type="text"/>
Routing Transit Number *	<input type="text" value="071922476"/>
Bank Name *	<input type="text" value="Wisely"/>
Bank Identification Code	<input type="text"/>
Account Type *	<input checked="" type="radio"/> Checking <input type="radio"/> Savings
Account Number *	<input type="text" value="1"/>

## Direct Deposit

If you selected **Direct Deposit** as your **Payroll Election** method, enter your account information in the required fields.

Account Information	
Account Nickname (optional)	<input type="text"/>
Routing Transit Number *	<input type="text"/>
Bank Name *	<input type="text"/>
Bank Identification Code	<input type="text"/>
Account Type *	<input checked="" type="radio"/> Checking <input type="radio"/> Savings
Account Number *	<input type="text"/>

## Screen 2: Manage Payment Elections

\*\*\*If you will **NOT** be splitting your pay between multiple accounts, check that the information is correct on this page and click the orange **Submit** button to complete the task.

If splitting your pay between multiple accounts, you'll need to first add all your accounts. Please follow the steps below:

You can choose to have your pay deposited into multiple accounts (checking, savings, and/or Wisely Pay card). You can split the pay by amount or percentage. You can have up to one Wisely Pay card and six direct deposit bank accounts.

- Click the **Add** button.
- Enter the information in the required fields identified with a red asterisk (\*).
- Click the orange button to save
- Repeat steps 1-3 if you have more accounts.
- When you have added all your accounts, click the orange button to **Save**.

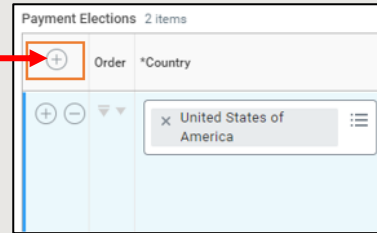
Accounts 1 item	
Account Nickname	Country
Wisely *****1	United States of Ame

After your accounts are added, you'll need to assign the accounts to your Payroll Election.

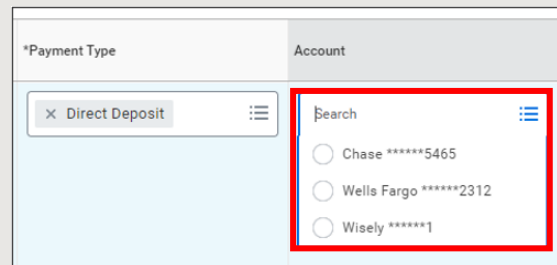
1. Under the Payment Elections section, click the Edit button on the Payroll Election Rule CDWA line.

Payment Elections 2 items					
Pay Type	Payment Type	Account	Account Number	Distribution	
Expense Election Rule	Manual			Balance <input type="checkbox"/>	<input type="button" value="Edit"/>
<b>Payroll Election Rule CDWA</b>	Wisely Pay Card	Wisely *****1	*****1	Balance <input checked="" type="checkbox"/>	<input type="button" value="Edit"/>

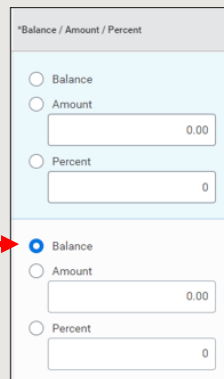
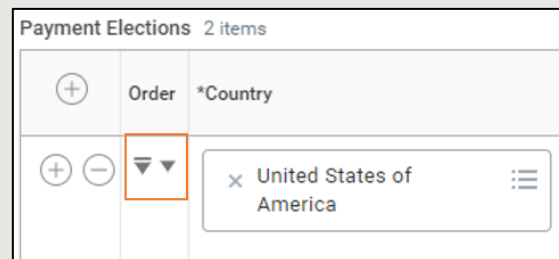
2. Click the + button to add the additional account(s).



3. Click into the fields to select from the dropdowns for the following:
- Country** (select the default – United States of America)
  - Currency** (select the default – USD)
  - Payment Type** (select Direct Deposit or Wisely Pay card)
  - Account** (select from the list of accounts you added)



4. In the **Balance/Amount/Percent** fields, choose the amount or percent you want deposited into each account.
- If splitting by percent, make sure the totals add up to 100%.
  - If splitting by amount, the last account needs to have **Balance** selected.
  - You can change the order of accounts by clicking the arrows in the Order column.

5. When you have finished, click the orange button to save. You will be taken back to the Manage Payment Elections screen. If you are completely finished, click the **Submit** button to complete the task.

If you need to make changes to your **Payment Election** in the future, please see instructions at: [www.consumerdirectwa.com/ip-resources/](http://www.consumerdirectwa.com/ip-resources/)