



# Update Payment Elections for AP Workflow

Effective **May 24, 2021**, AP Workflow will use the bank information or mailing address from PeopleSync to issue payments for expenses/cash advances.

For employees who use AP Workflow and **have existing payment elections** set up in PeopleSync, we recommend that you update your information using the steps below:

## To Access Payment Elections in PeopleSync:

- From the **PeopleSync homepage**, click on the **Pay** icon.
- Under Actions, click on the **Payment Elections** button.

### Select Direct Deposit (Existing Bank Account)

1. At the bottom of the screen locate the **Payment Elections Requiring Set-Up** section.
2. In the row labeled **USA-EXPENSES** click **[Add]**.
3. On the next page, select **USA-EXPENSES** to confirm.
4. One row appears under **Payment Elections**. Complete the following fields. (Tip: To view the field selections, click in the field or on the menu icon).
  - a. Country: Select **United States of America**
  - b. Currency: This will default to USD.
  - c. Payment Type: Select **Direct Deposit**
  - d. Account: Select a bank account.
  - e. Balance/Account/Percent: Select Balance.

**Note:** You may link one account only for expenses. Do not add an additional row.

5. Click **[OK]**. You will be returned to your payment elections page. **USA-EXPENSES** row will now appear under **Payment Elections**.

### Select Direct Deposit (Add a New Bank Account)

1. In the **Accounts** section of the page you will see your current bank accounts. To enter a new account, click on **[Add]**.
2. Complete the following fields (\*Indicate required).
  - a. Account Nickname (optional)
  - b. Routing Transit Number\*
  - c. Bank Name\*
  - d. Bank Identification Code (optional, used to identify individual banks globally)
  - e. Account Type\*
  - f. Account Number\*
3. Click **[OK]**. You will be returned to the payment election page and the new account now appears in the Account section.
4. **Next, refer to the steps above to link this account to your USA-Expenses payment election.**

## Select Check by Mail

1. At the bottom of the screen locate the **Payment Elections Requiring Set-Up** section.
2. In the row labeled **USA-EXPENSES** click **[Add]**.
3. On the next page select **USA-EXPENSES** to confirm.
4. One row appears under **Payment Elections**. Complete the following fields. (Tip: To view the field selections, click in the field or on the menu icon).
  - a. *Country*: Select **United States of America**
  - b. *Currency*: This will default to USD
  - c. *Payment Type*: Select **Check**
  - d. *Balance/Account/Percent*: Select **Balance**
5. Click **[OK]**. You will be returned to your payment elections page. **USA-EXPENSES** row will now appear under **Payment Elections**.

**Important! Your check will be mailed to the Home (Primary) Address in your PeopleSync record. If you wish to have the check mailed to an alternate address, follow the steps below:**

## Add an Alternate (Mailing) Address

1. From the **PeopleSync homepage**, click on the **Personal Information** icon.
2. Under the Change menu, click on the **Contact Information** button.
3. Your contact information displays, click **[Edit]**.
4. Under the **Home Contact Information**, locate the **Alternate Address** section and click on **[Add]**.
5. Complete the relevant fields. (\*Indicates required). Click the check mark icon to save.
  - a. Effective Date
  - b. Country
  - c. Address Line 1
  - d. Address Line 2
  - e. City\*
  - f. State\*
  - g. Postal Code\*
  - h. County
  - i. Usage: Select **Mailing**.
  - j. Visibility: This is defaulted to Private.
6. Click **[Submit]**.

**Please note:** adding a mailing address will also default physical paychecks and W2 forms to that mailing address as well. If you would like one of these items sent to a different address, add it and specify the address usage as "**Payroll Tax Form**" or "**Paycheck**".