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".