

Setting Up a Payment Election

In order to receive reimbursement from a Workday Expense Report, you must set up your Payment Election. Although you may have entered this information into HRMS for previous reimbursements, it will not carry over to this new system. This is a one-time process (unless you choose to make a change in the future) and will be saved to your profile.

Log into Workday.

Copy the following link:

<https://wd5.myworkday.com/rochester/d/home.html>

Choose University of Rochester and login with your credentials.

Navigate to Payment Elections by typing in your Workday search bar:

Click on the Report Payment Elections.

Read the Instructional/Help Text at the top.

You should see that you do not have any payment elections specified.

Upon seeing that you have no Payment Elections designated you should click Add:

For

