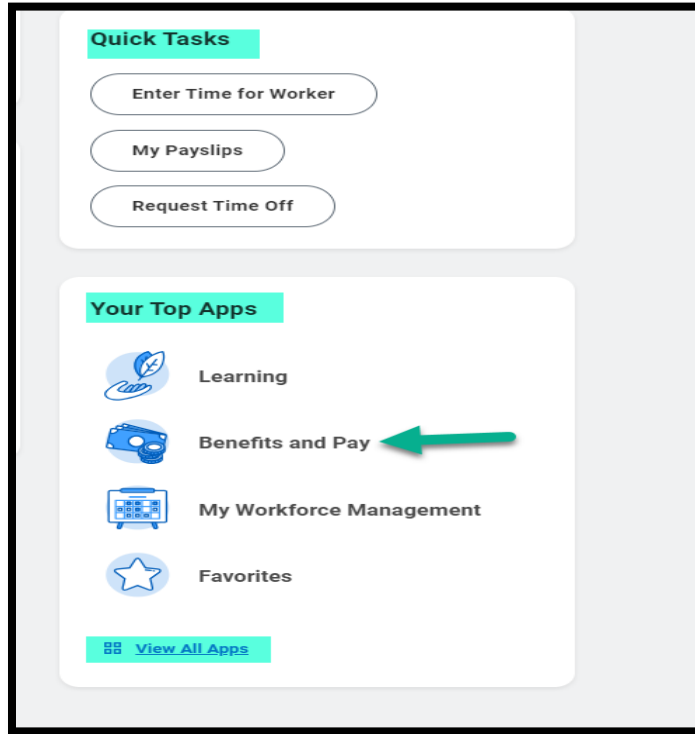




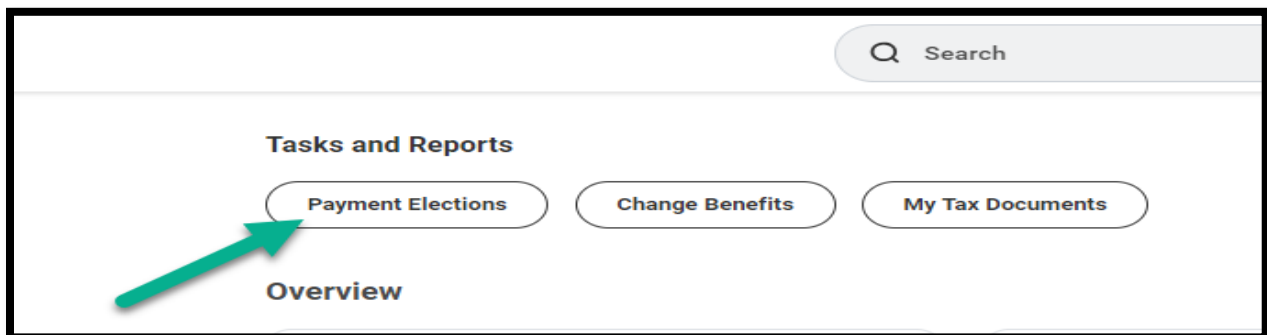
➤ **Step 1**

Log into **Workday** and locate the 'Benefits and Pay' App from the home screen. If this does not show as one of 'Your Top Apps' or 'Quick tasks,' click on 'View all Apps'



➤ **Step 2**

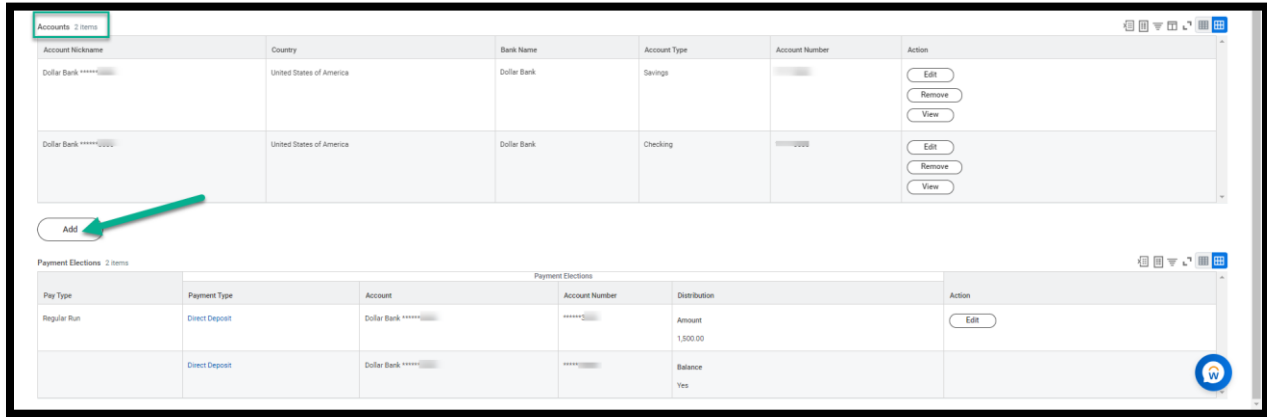
Click on the 'Payment Elections' task



➤ **Step 3**

Add your account information.

- a. Click on the 'Add' button located under the 'Accounts' section. Your other existing accounts will be displayed here already.

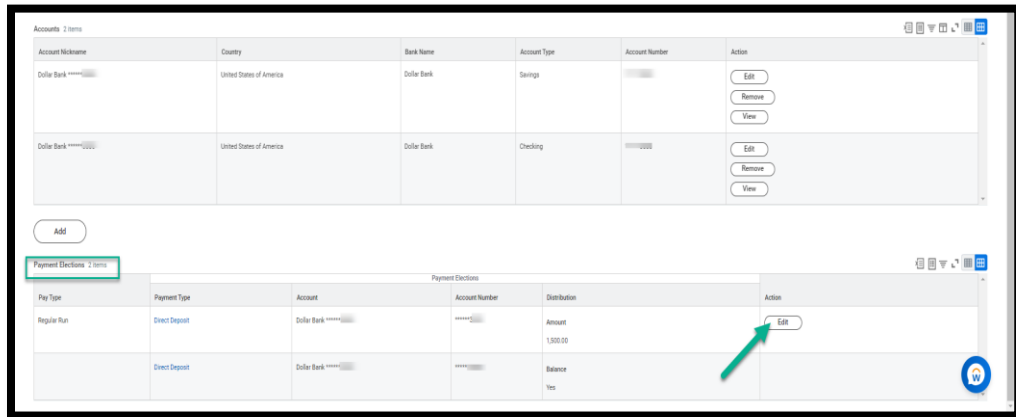


- b. Add the required information (\*) for your account. The other fields are optional. If you do not know this information, please contact the Credit Union. HR will not have this information available to them. **Double check that your information is correct, as any errors may lead to delays in deposit.**
- c. Click 'OK.'

➤ **Step 4**

Add your payment election (how to split your funds between accounts).

a. Click on 'Edit' on the 'Payment Elections' section



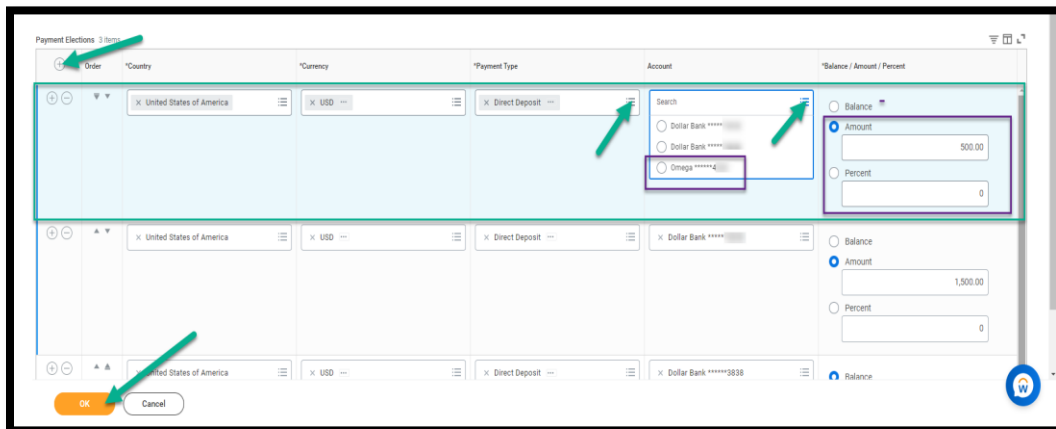
b. Click on the plus sign at the top of the table on the next screen. This will add a row for your new account.

c. Select 'Direct Deposit' from the Payment Type (click the three lines to see drop down)

d. Select your newly added account (Omega)

e. Select and enter the 'Amount' or 'Percent' to be deposited to your Omega account.

f. Click 'OK'



➤ This process is now complete! Please save these instructions should you need to make changes in the future.

➤ **FAQs:**

- **Q: How will this affect my paycheck?**
- **A: Your net pay will appear to be higher than normal since this will no longer be processed as a deduction, however, the amount of money received will be the same.**
- **Q: How will I receive my money?**
- **A: Your money will be deposited to your Omega Account via direct deposit.**
- **Q: What if I do not know my account information?**
- **A: Reach out to the Credit Union to obtain your account information 412-359-3141.**
- **Q: What if I have trouble updating my payment information in Workday?**
- **A: Contact HR Services at 844-242-4748 or visit the 'Managing your Payment Election' article on HRSO**  
<https://hrservices.highmarkhealth.org/s/article/Managing-Your-Payment-Elections-in-Workday-2023>
- **Q: What if I made a mistake entering my election?**
- **A: There is a chance that your account can still be located depending on the severity of the error. If unable to locate, the funds will be returned to Highmark. Once returned, the payment will be re-issued to your account if corrected or through another payment election. Funds cannot be reissued until the return is received. It is very important to enter your information accurately to avoid any delays.**