

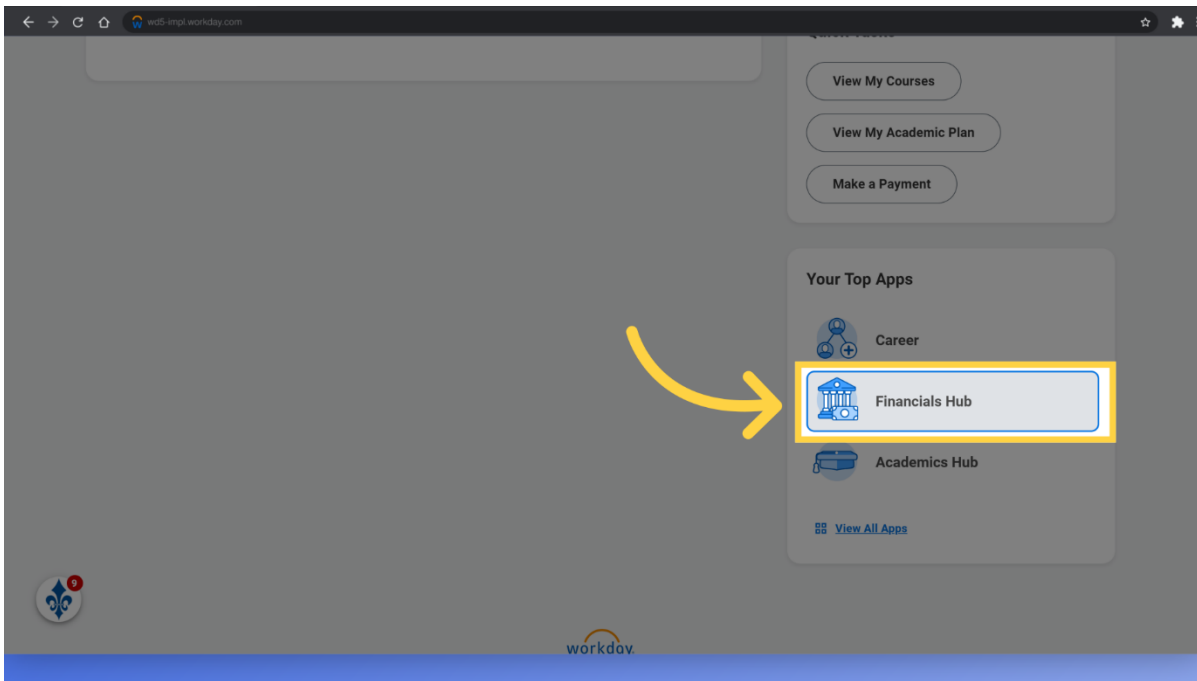
How to set up a payment plan on a student account in Workday



This guide provides detailed instructions on setting up a payment plan on a student account within Workday. Follow these steps to successfully manage student payments.

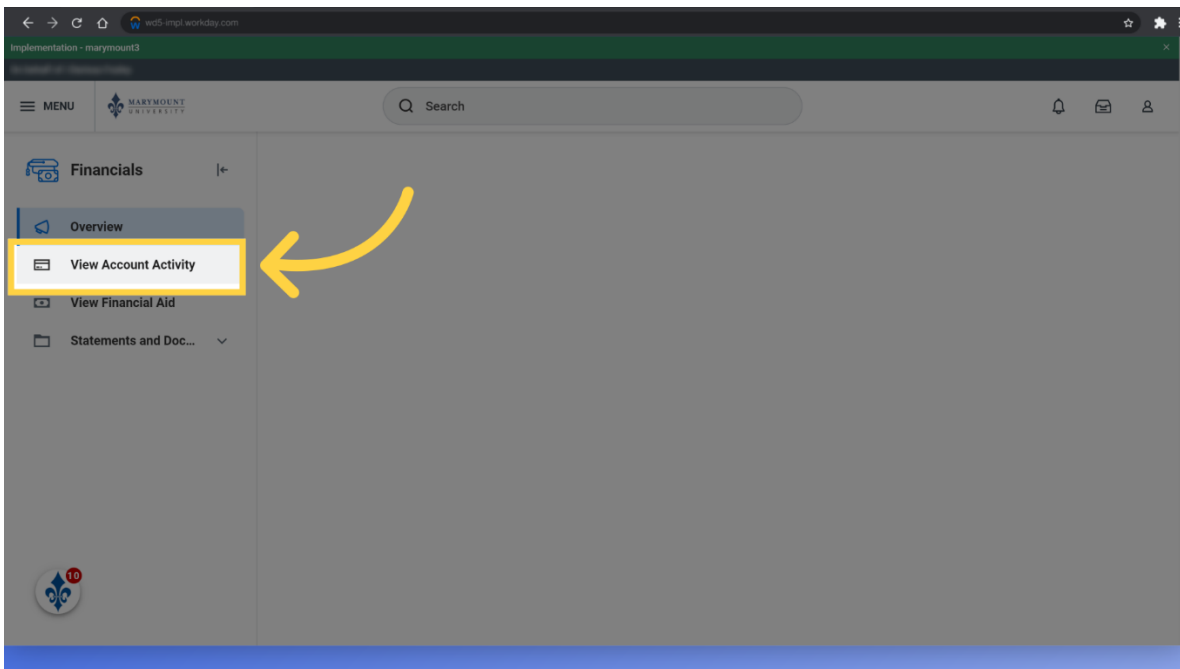
1. Financials Hub

Log into your Workday account and scroll down the main screen to the YOUR TOP APPS tile. Click on the Financials Hub icon.



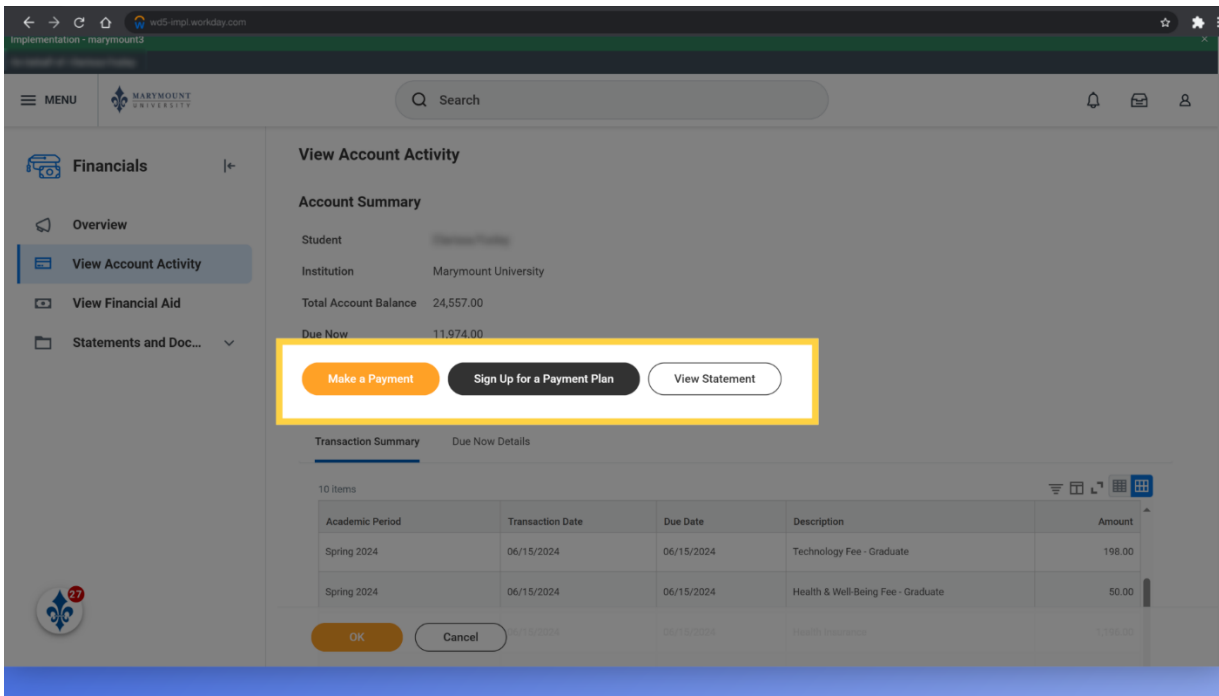
2. View Account Activity

Once in the Financials Hub, click on the View Account Activity link.



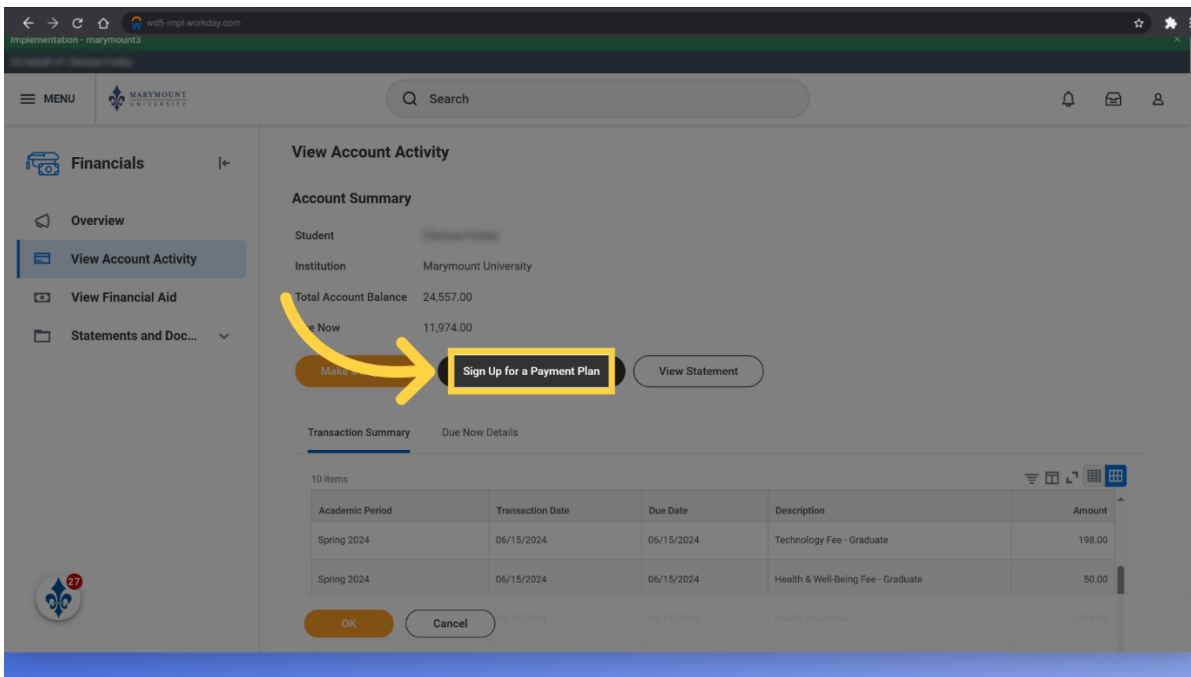
3. Options

From this screen, you can execute a few different steps. You can make a payment on your account; you can sign up for a payment plan or you can view your account statement. The following steps will focus on signing up for a payment plan.



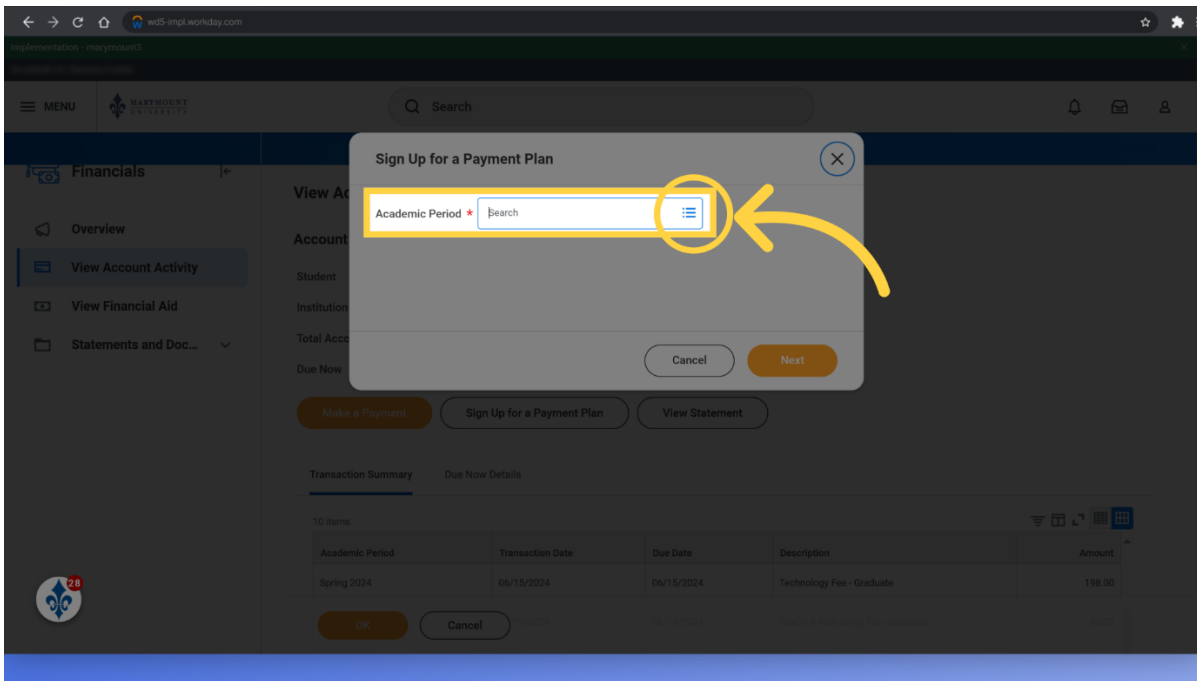
4. Sign Up for a Payment Plan

Click on the Sign Up for a Payment Plan button on the account activity screen.



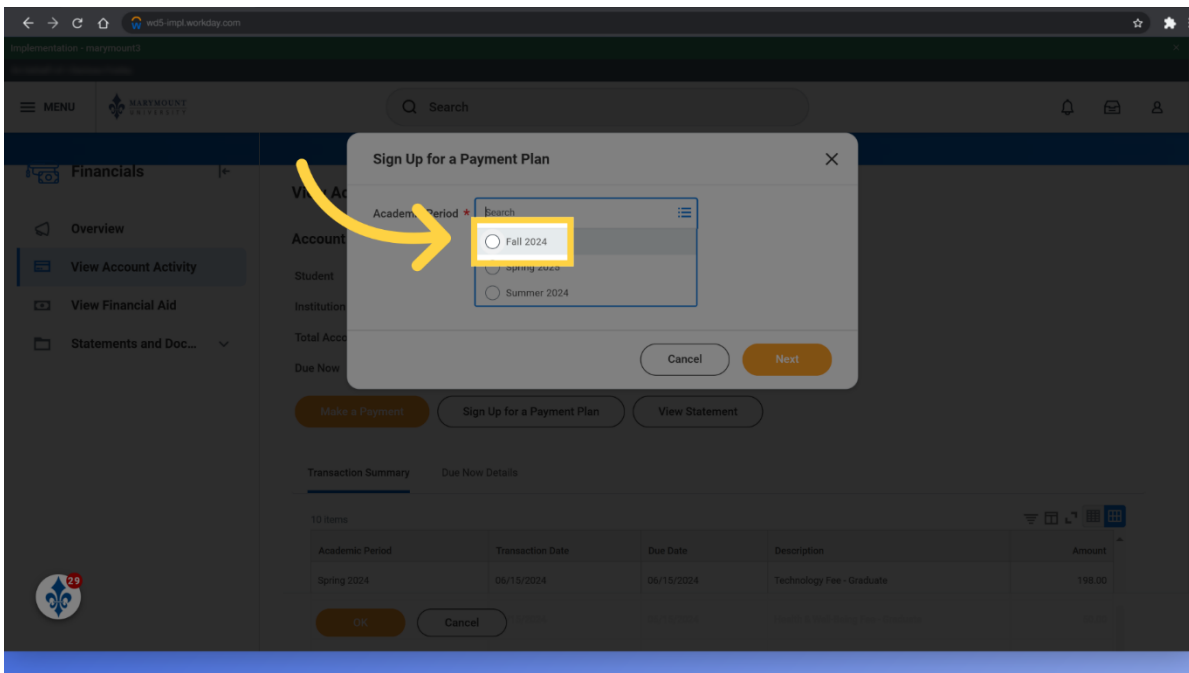
5. Academic Period

You will need to choose an academic period to view the appropriate account statement. Click on the menu icon to see available academic periods.



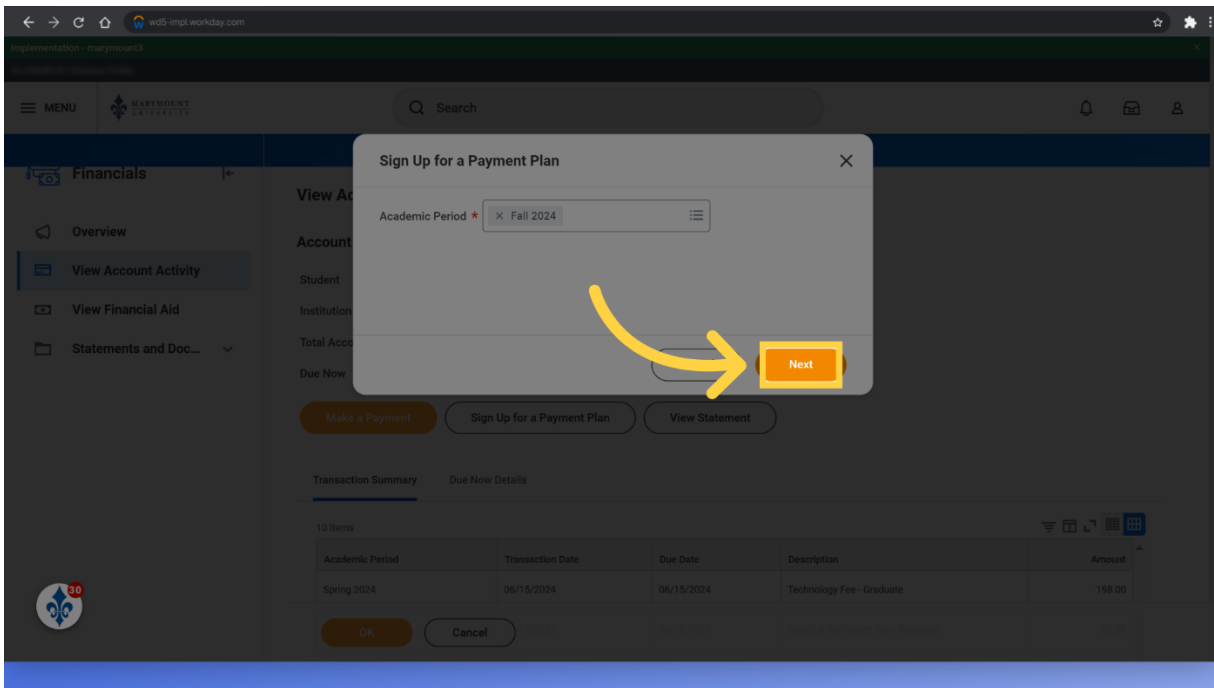
6. Academic Period

In this example, we will choose to add a payment plan for the Fall 2024 semester.



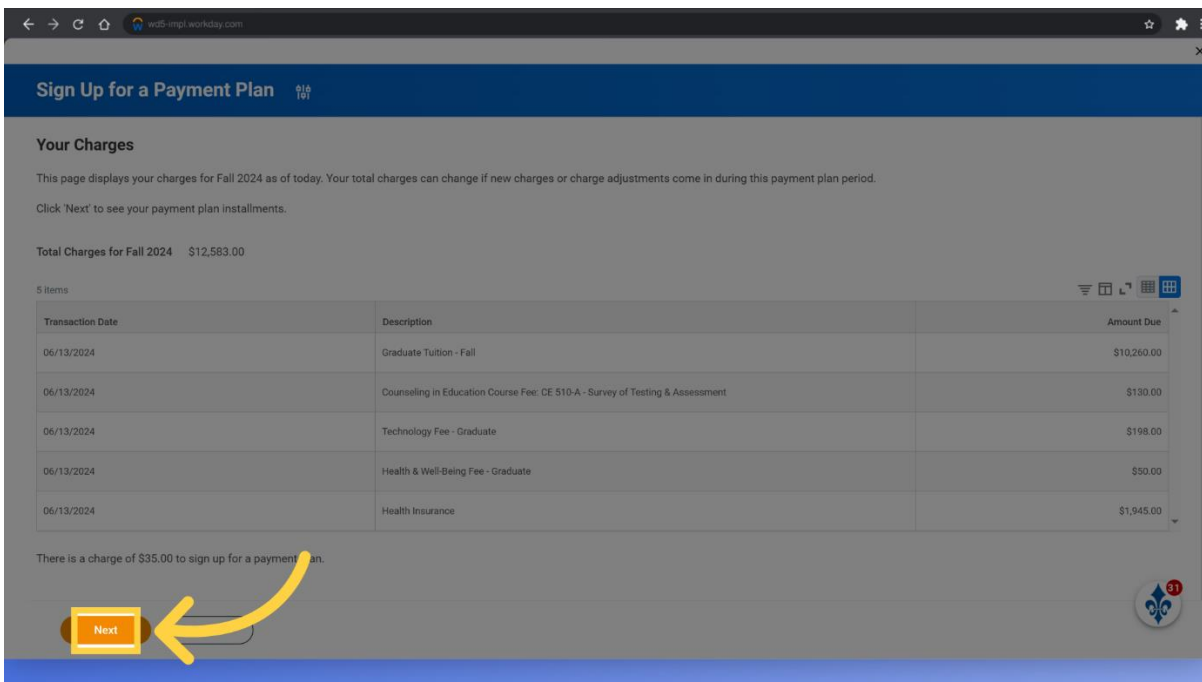
7. Next

Move on to the next step by clicking "Next."



8. Charge Review

This screen displays your charges for the Fall 2024 semester, in real time. Your total charges can change if new charges or charge adjustments are made during the payment plan period. Review your charges and proceed by clicking on the next button.



9. Submit

The system will divide your payment plan total amount into five payments. The payment amount and the payment due date will appear on this screen. Once you have reviewed, click the submit button to proceed.

Total Charges for Fall 2024 \$12,583.00
Anticipated Payments -\$0.00
Payment Plan Fee \$35.00
Payment Plan Total \$12,618.00

Installment Number	Due Date	Amount
1	08/01/2024	2,524.00
2	09/01/2024	2,524.00
3	10/01/2024	2,524.00
4	11/01/2024	2,524.00
5	12/01/2024	2,522.00

enter your comment

Submit

10. Success

The system will share that the setup of your payment plan has been successful. Complete the process by clicking "Done."

Success
You have successfully signed up for a payment plan for Fall 2024.
Your first installment for \$2,524.00 is due on 08/01/2024.

Installment Number	Due Date	Amount
1	08/01/2024	2,524.00
2	09/01/2024	2,524.00
3	10/01/2024	2,524.00
4	11/01/2024	2,524.00
5	12/01/2024	2,522.00

Would you like to pay your first installment now?

Yes No

Done

The guide covers a comprehensive process for making payments on a student account in Workday. From accessing account activities to selecting payment methods, this guide ensures a smooth payment transaction experience.

For additional training materials and videos, please go to:

<https://ebtly.com/B2228AC9>