Setting up a United Way donation in WORKDAY

Once logged into Workday, go into the Benefits Worklet:

Select the Benefits option:

Then Select ‘United Way Contribution’ from the drop down. Enter the Date you would like the transaction to be effective. Then click Submit at the bottom of the page.

If you're adding a dependent please use the dependent event.

- Benefit Event Type: United Way Contribution
- Benefit Event Date: 10/01/2016
- Submit Elections By: 10/01/2016
- Enrollment Offering Types: Charitable Contribution Amount

Click Open to complete the business process.
Select the ‘Elect’ radio button, and enter the amount you would like to donate MONTHLY. This donation can be changed or canceled by the employee at anytime.

Event Date 09/13/2015
Initiated On 09/13/2015
Submit Elections By 09/13/2015

Additional Benefits Elections 1 item

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<thead>
<tr>
<th>Benefit Plan</th>
<th>*Elect / Waive</th>
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</thead>
<tbody>
<tr>
<td>Charitable Contribution Amount - United Way</td>
<td>Elect</td>
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<td></td>
<td>Waive</td>
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Total Cost $10.00 Monthly Cost $10.00 Monthly Credit $0.00 Monthly Net Cost/Credit $10.00 Monthly Cost

Click Continue at the bottom of the page:

After reviewing your election, click the “I Agree” box as your electronic signature. Press the Submit button to finalize the election.

Your United Way deduction has now been set up! If you would like, you can print a copy for your records, or click Done to return to the Benefits menu.

** If you would like to designate what charities your donation will go to, please visit:

United Way Donor Designation page