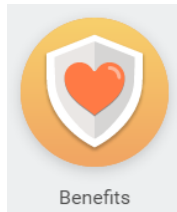
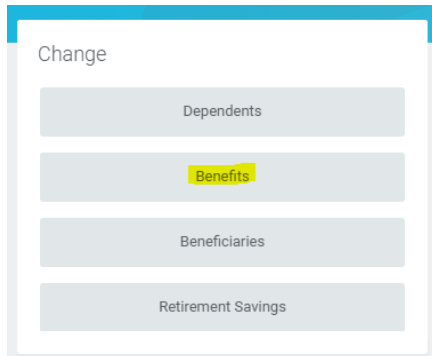


Setting up a United Way donation in WORKDAY

Once logged into to 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.

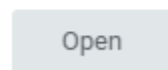
If you're adding a dependent please use the dependent event.

Benefit Event Type	*	United Way Contribution	▼
Benefit Event Date	*	10 / 01 / 2016	📅
Submit Elections By		10/01/2016	
Enrollment Offering Types		Charitable Contribution Amount	

Submit	Save for Later	Cancel
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Click Open to complete the business process.

Change Benefit Elections
Due Date 09/15/2016



Setting up a United Way donation in WORKDAY

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 09/13/2016
 Initiated On 09/13/2016
 Submit Elections By 09/13/2016

Additional Benefits Elections 1 item

	Benefit Plan	*Elect / Waive
	Charitable Contribution Amount - United Way	<input checked="" type="radio"/> Elect <input type="radio"/> Waive

Total Cost Total Credits Total Employee Net Cost/Credit
 \$10.00 Monthly Cost \$0.00 Monthly Credit \$10.00 Monthly Cost

Amount (Monthly)	Percent	Employee Cost (Monthly)	Employer Contribution (Monthly)	Benefit Credit (Monthly)
10.00	0	\$10.00		
		10.00	0	0

Click Continue at the bottom of the page:

Continue
Save for Later
Cancel

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](#)