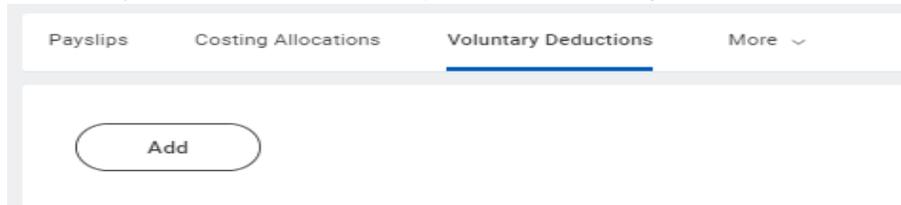


## CREATING A VOLUNTARY DEDUCTION

Workday makes the process of making a donation to UNO foundation quick and simple. In addition, you are now in control of your continuing contribution. Log in to Workday using your University credentials and follow these simple steps.

### CREATE A VOLUNTARY DEDUCTION

1. Start by going to your profile page (simply click on your profile picture or the cloud in the upper right corner of your home screen and select View Profile).
2. Go to Pay. At the tabs on the top select **Voluntary Deductions**.



3. Click Add.
4. Click in the deduction box and select UNO Foundation. Select UNOFoundation.

### Add Voluntary Deduction

The screenshot shows the 'Add Voluntary Deduction' form. The 'Worker' field is populated with 'Randall Joseph Menard'. Below it, the 'Deduction' field has a search box with the placeholder text 'Search'. A dropdown menu is open, showing 'UNO Foundation' as the selected option.

5. Click **OK**.
6. Fill in information required. Note: you can only use dollar amounts; and you can select a one time gift or gifts over time.

Ongoing gifts can be ended by you if you decide.

7. Under purpose if you do not see the type of donation purpose you wish to make, please select **other not listed** and someone from foundation will reach out to you to find out your wishes.

The screenshot shows the 'Add Voluntary Deduction' form with the following fields filled out:
 

- Worker:** Randall Joseph Menard
- Deduction:** UNO Foundation
- Purpose:** (Empty field)
- Frequency:** One-time (selected)
- Date:** 01/28/2023
- Next Payment Date:** (Empty field)
- Type:** Amount (selected)
- Value:** 1

 At the bottom of the form, there are two buttons: 'OK' (orange) and 'Cancel' (white with grey border). A note above the Purpose field reads: 'TEST\*\* If the area you would like to donate to is not available, please choose Other Not Listed.'

8. Click **OK**.

### EDITING OR DELETING A VOLUNTARY DEDUCTION

1. From the same page and tab described in setting up a Voluntary

Deduction, find you prior deduction.

2. Select Edit or Delete to change your current deduction.

3 Items

Deduction	Purpose	Start Date	End Date	Frequency	Input Type	Value	Next Payment Date	
UNO Foundation	Other Not Listed	01/28/2023	12/31/2023	Ongoing	Amount	7	03/03/2023	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
UNO Foundation	Earl K. Long Library	01/28/2023	01/28/2023	One-time	Amount	25		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
UNO Foundation	College of Business Administration	01/28/2023	01/28/2023	One-time	Amount	10		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

3. Edit allows you to make changes. Delete will end the process.
4. Click **OK** when done.



Note: Contact the Payroll Department for support.