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.
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.

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.

8. Click OK.

EDITING OR DELETING A VOLUNTARY DEDUCTION

1. From the same page and tab described in setting up a Voluntary
Voluntary Deductions for Donations to UNO Foundation

Deduction, find your prior deduction.
2. Select Edit or Delete to change your current deduction.

<table>
<thead>
<tr>
<th>Name</th>
<th>Purpose</th>
<th>Start Date</th>
<th>End Date</th>
<th>Frequency</th>
<th>Input Type</th>
<th>Value</th>
<th>Pay Request Date</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNO Foundation</td>
<td>Silver Hall Library</td>
<td>01/01/2023</td>
<td>12/31/2023</td>
<td>Weekly</td>
<td>Amount</td>
<td>10</td>
<td>03/03/2023</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>UNO Foundation</td>
<td>Don’t Leave Library</td>
<td>01/01/2023</td>
<td>12/31/2023</td>
<td>Semiannual</td>
<td>Amount</td>
<td>25</td>
<td></td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>UNO Foundation</td>
<td>College of Business Administration</td>
<td>01/01/2023</td>
<td>12/31/2023</td>
<td>Monthly</td>
<td>Amount</td>
<td>50</td>
<td></td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

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

Note: Contact the Payroll Department for support.