

Payroll: United Way Donations

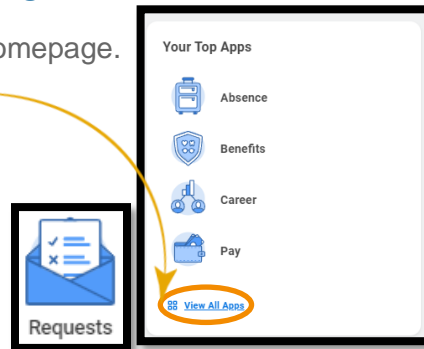
HOW DONATIONS WORK

In order to provide accuracy and efficiency, all United Way monetary contributions will be donated through payroll deduction.

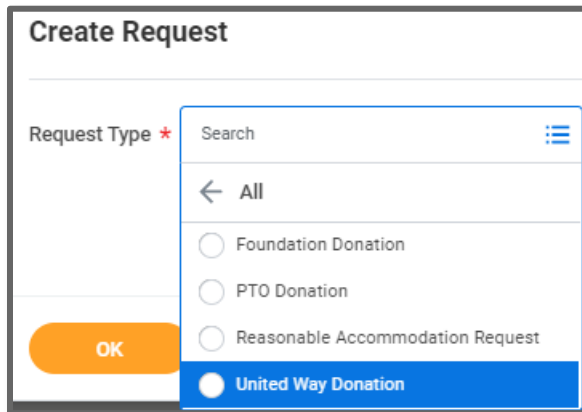
The list of United Way agencies you can donate to can be found [here](#).

REQUEST TO CONTRIBUTE

1. Navigate to the Workday homepage.
2. Select **View All Apps**.
3. Click **Requests**.



4. Click **Create Request** and click **All**, then **United Way Donation** then click **OK**.



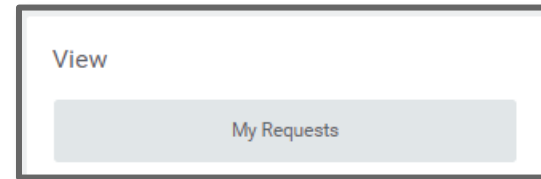
5. Read over the questions in detail and answer all questions.
6. Then click **Submit**.



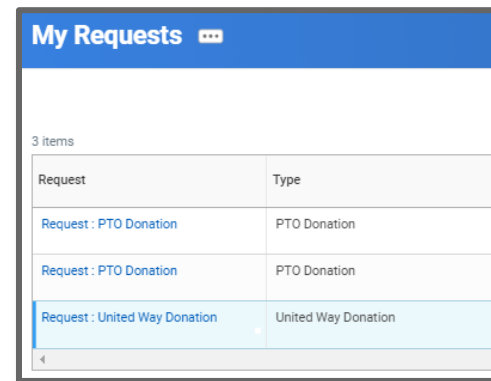
To change your existing pledge, please contact payroll@geisinger.edu.

VIEWING PAST REQUESTS

1. Click **My Requests** in the Request application.



2. You can view all your previous requests here. Click on the blue link to see the detail.



For more help, please click on the **Need Help** button in the top right, and then choose **Donations & Requests** or reach out to our Employee Contact Center at 570-271-6640 or EmployeeContactCenter@geisinger.edu.