## 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  $\underline{here}.$ 

#### REQUEST TO CONTRIBUTE

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



Your Top Apps

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

Create Request			
Request Type ★	Search 🗮		
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	Foundation Donation		
	O PTO Donation		
ок	C Reasonable Accommodation Request		
	O United Way Donation		

- 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.

View		
	My Requests	

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

My Requests 🚥				
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Request	Туре			
Request : PTO Donation	PTO Donation			
Request : PTO Donation	PTO Donation			
Request : United Way Donation	United Way Donation			
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**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.

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