

UNITED WAY CONTRIBUTION

Employees may donate to United Way through payroll deduction.

From the Benefits app:

1. Click on **Benefits** under change
2. Select **United Way Contribution** in the Change Reason drop down menu
3. Choose a Benefit Event Date. This will be the date in which the deduction will begin
4. Click **Submit** at the bottom of the page.
5. Click **Open** to complete the business process or you may go to your Workday Inbox to find the transaction.
6. Click on the “**Let's Get Started**” button
7. Click on **Enroll or Manage** under Charitable Contribution Amount
8. Click on the **Select** radio button to begin contributions or **Waive** to end contributions and press **Confirm and Continue**
9. Enter the amount you would like to donate per paycheck and press **Save**
10. Press **Review and Sign** to complete the transaction.
11. After reviewing your donation, Click the “**I Accept**” box as your electronic signature.
12. Press the **Submit** button to finalize the transaction
13. Your United Way deduction has now been set up! If you would like, you can print a copy for your records.

Please note this donation can be changed or cancelled by the employee at any time. The donation amount selected will continue each pay period until the transaction is cancelled by submitting another United Way Contribution Benefit Event.

To designate your donation a specific nonprofit organization, please email unitedway@lsu.edu. Contribution must total \$250 or more.