

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 **Enroll or Manage** under **Charitable Contribution Amount**
7. Click on the **Select radio button** to begin contributions or **Waive** to end contributions and press **Confirm and Continue**
8. Enter the amount you would like to donate **per paycheck** and press **Save**
9. Press **Review and Sign** to complete the transaction.
10. Press the **Submit** button to finalize the transaction
11. Your **United Way deduction** has now been set up! If you would like, you can print a copy for your records.

Please note that 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.