

FOOD SECURITY DRIVE Keystone ELECTION IN WORKDAY

1. Log into Workday via desktop and select the person icon at the top right-hand corner of the screen



2. Select "VIEW PROFILE"



3. Navigate to the "PAY" tab on the left-hand side green ribbon



4. Select "VOLUNTARY DEDUCTIONS" at the top of the screen and select "ADD"

Tax Elections	Payment Elections	Payslips	Voluntary Deductions	
Add				

5. Select the dropdown box and choose "CHARITABLE DONATION"

Add Voluntary Deduction					
earch :=					
Charitable Donations					
	iearch := Charitable Donations				

6. The following screen will pop up, all you need to change is the "VALUE" box- indicating the amount you want withheld from your 1/20/2025 paycheck, once done, hit "OK"

Do not change the date field, you will get an error message

Add Voluntar	y Deduction	×
Worker Deduction	★ × Charitable Donations :=	
	Keystone and Land O'Lakes will match 1:3 each dollar donated during this single pay cycle, and deduction will be applied to the pay date of 2/20/25. If you wish to donate from a single pay period, please enter a dollar amount to deduct.	
Frequency	* One-time Ongoing	
Date	* 02/01/2025	
Next Payment Da	te 02/20/2025	
Туре	* O Amount Percent	
Value	* 5	
	Сапсе ОК)

7. The next screen will give you a summary of your election, please hit "DONE" at the bottom of that screen and it will be sent to payroll.

*Note- if you decide to change your amount at anytime prior to payroll being processed- please repeat the steps above to get to the screen below and you will be able to edit or delete your election.

Tax El	ections	Payment Elections	Payslips	Voluntary Deductions					
\subset	Add								
1 D	item eduction		Start Date	End Date	Frequency	Input Type	Value	Next Payment Date	
C	haritable Don	ations	02/01/2025	02/01/2025	One-time	Amount	5.00	02/20/2025	Edit Delete