

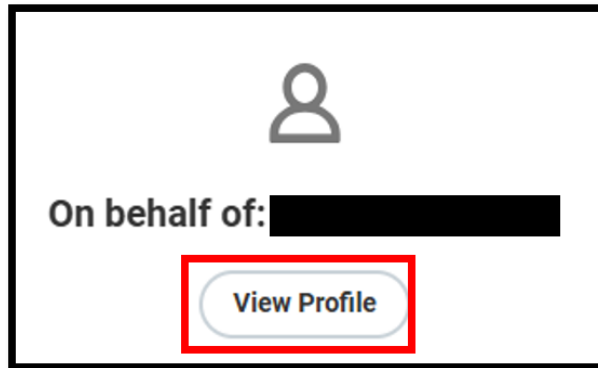


FOOD SECURITY DRIVE ELECTION IN WORKDAY

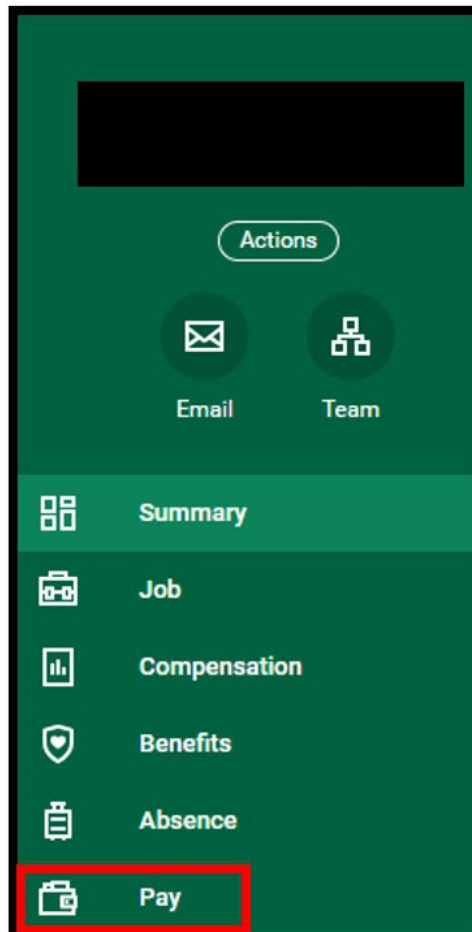
1. Log into Workday via desktop and select the person icon at the top right-hand corner of the screen



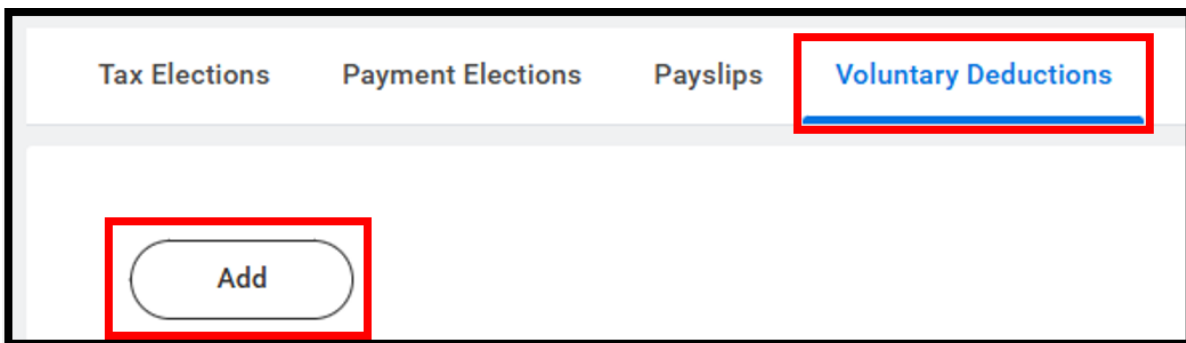
2. Select "VIEW PROFILE"



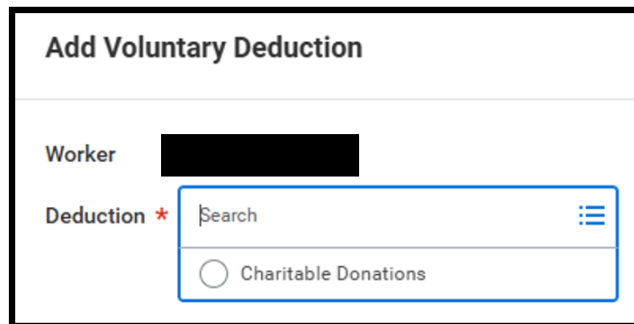
3. Navigate to the "PAY" tab on the left-hand side green ribbon



4. Select **“VOLUNTARY DEDUCTIONS”** at the top of the screen and select **“ADD”**

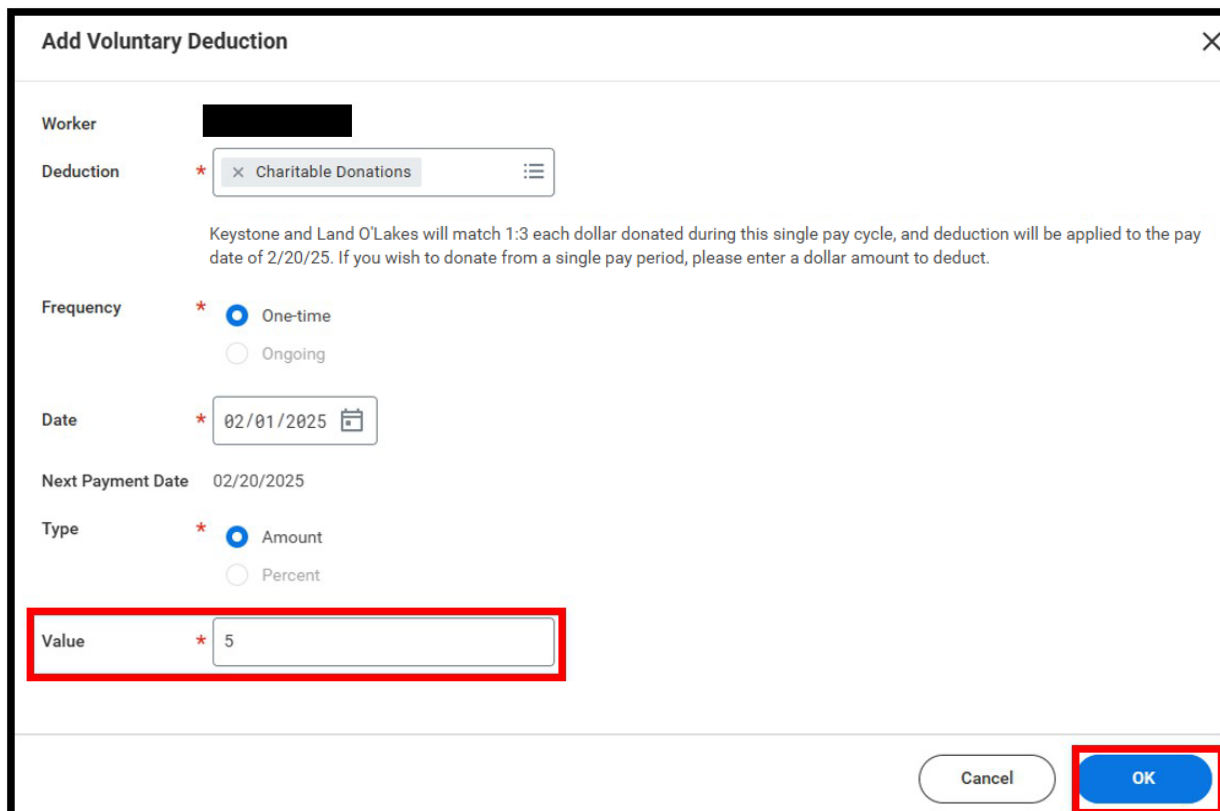


5. Select the dropdown box and choose **“CHARITABLE DONATION”**



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



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 Elections Payment Elections Payslips Voluntary Deductions

Add

1 item

Deduction	Start Date	End Date	Frequency	Input Type	Value	Next Payment Date	
Charitable Donations	02/01/2025	02/01/2025	One-time	Amount	5.00	02/20/2025	<input type="button" value="Edit"/> <input type="button" value="Delete"/>