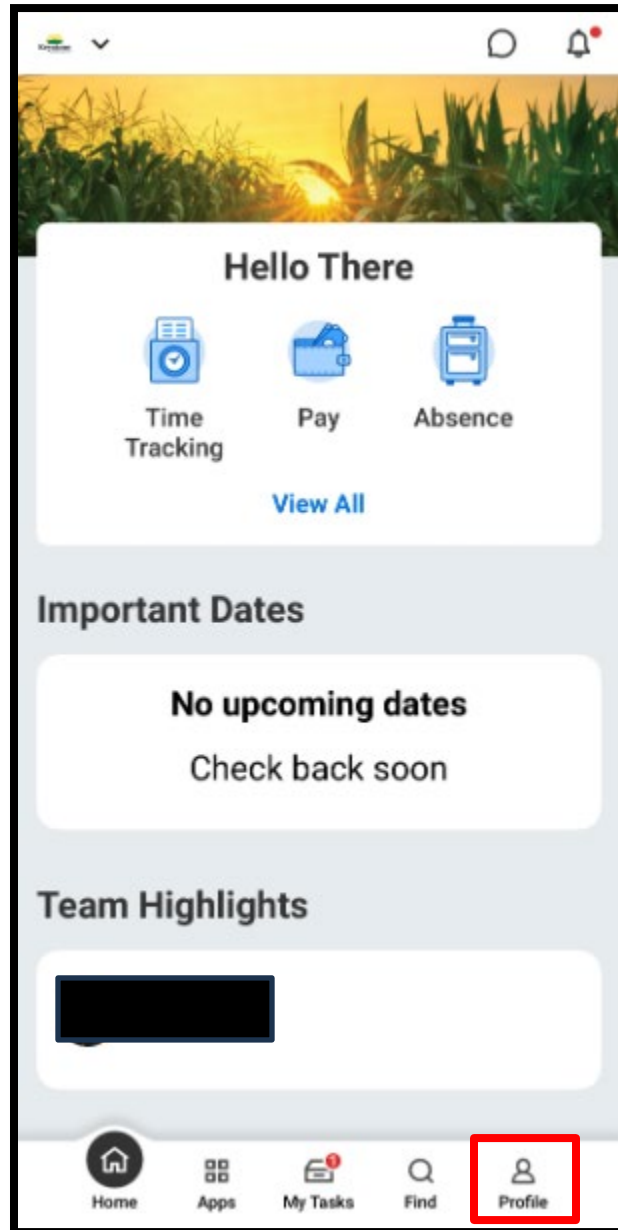


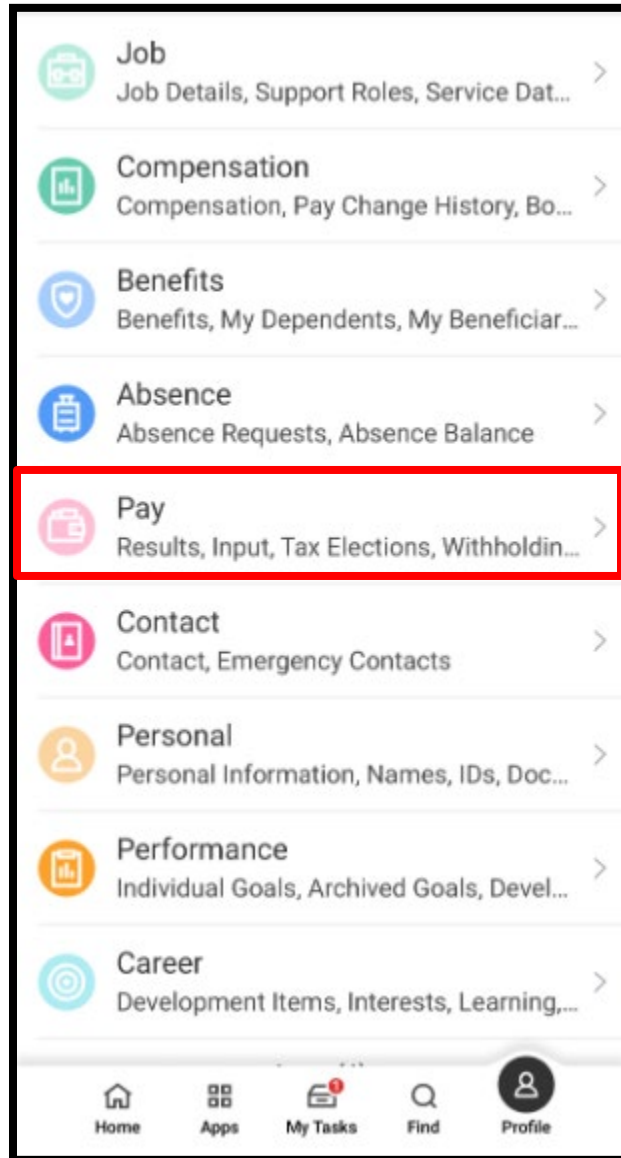


FOOD SECURITY DRIVE ELECTION IN WORKDAY

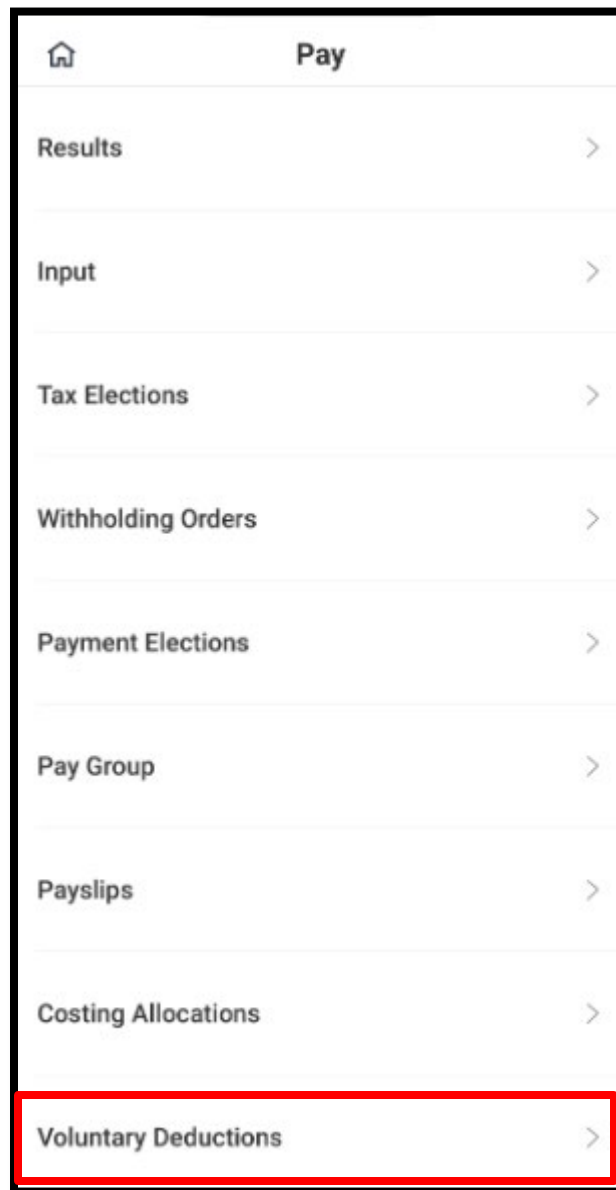
1. Log into Workday via your mobile app and select the person icon at the bottom of the screen



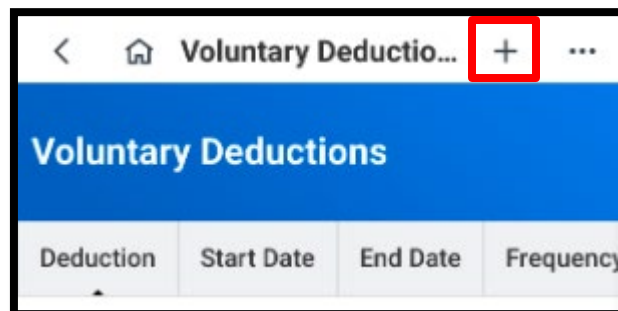
2. Scroll down until you find “PAY”



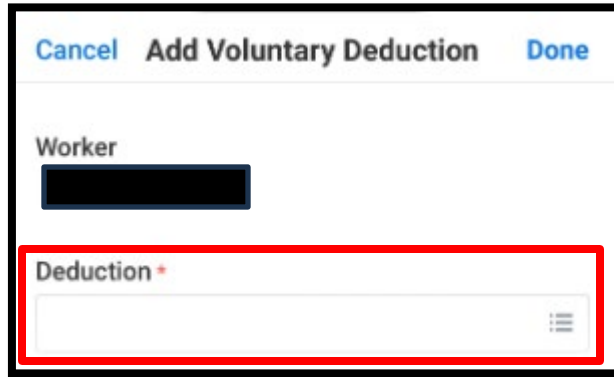
3. Select “VOLUNTARY DEDUCTIONS”



4. Select the “+” at the top right of the screen



5. The following screen will open, click into the "Deduction" box

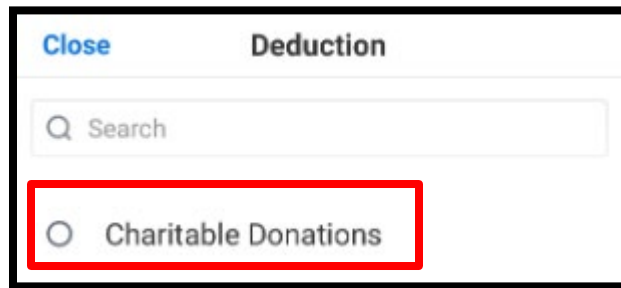


Cancel Add Voluntary Deduction Done

Worker
[Redacted]

Deduction *

6. Select "CHARITABLE DONATIONS"



Close Deduction

Q Search

Charitable Donations

7. The following screen will pop up, all you need to change is the “VALUE” box- indicating the amount you want withheld from your 2/20/2025 paycheck, once done, hit “DONE” at the top right and your election will be sent to payroll.

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

Cancel Add Voluntary Deduction Done

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 2/20/2025. 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 Date

02/20/2025

Type

Amount

Percent

Value *

5

***Note- if you decide to change your amount at anytime prior to payroll being processed- please repeat the steps 1-3 above to get to the screen below and you will be able to edit or delete your election.**

Deduction	Start Date	End Date
> Charitable Donations	02/01/2025	02/01/2025

Close 1 of 1

Deduction
Charitable Donations

Start Date
02/01/2025

End Date
02/01/2025

Frequency
One-time

Input Type
Amount

Value
5.00

Next Payment Date
02/20/2025

Edit

Delete