

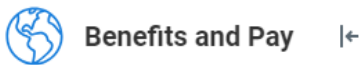


Adding Voluntary Deductions (Collin College Foundation)

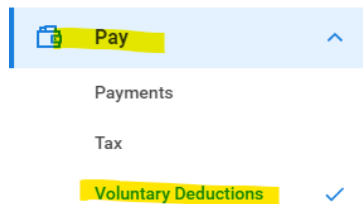
It just takes a few simple steps to help make a difference in the lives of Collin College students.

PLEASE NOTE: Adding a Voluntary Deduction (Employee Giving) will be ongoing and recurring every year. Payroll deductions will only stop if you put an end date.

- 1) Under the *Benefits and Pay* Hub, (under your Menu in the top left of your WD main screen) click on the word *Pay*, followed by *Voluntary Deductions*.

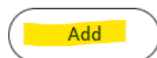


- 2) Click on *Voluntary Deductions*



- 3) Click the *ADD* button.

Voluntary Deductions



- 4) **Deduction:** Choose *Collin College Foundation*

Additional text will appear to help guide you through the process. If you have questions regarding student scholarships and the Collin College Foundation call 972-599-3145.

Add Voluntary Deduction

Worker **BRAND, MIA**

Deduction *

☒ Collin College Foundation

- 5) **Purpose(FUND):** Use the dropdown to choose the Fund that you want to support.

Purpose

Frequency

*

- ☐ 01. 02_32500 General Scholarship Fund
- ☐ 02. 02_30405 Alumni Scholarship Fund
- ☐ 03. 02_30440 Annual Named Scholarships

Frequency & Pay Cycle Frequency: Both fields are auto populated and **cannot be changed**. No action needed.


Frequency * ☐ One-time
☒ Ongoing


Pay Cycle Frequency **Monthly**

Start Date: Date will auto populate for the 1st day of the next month (i.e. 4/1/24).

End Date: No action needed.

Pay Cycle Frequency **Monthly**

Start Date * **04/01/2024** 

End Date 

Next Payment Date 04/29/2024

Next Payment Date: Depending on timing, the next payment date shown may vary.
This is a Workday calculated date that Collin College cannot control.

6) **Type:** You can choose *Amount* or *Percent*

Type * ☒ Amount
☐ Percent

7) **Value:** The amount or percent entered is what will come out of your check every month. Both options need to be entered in whole values.

Value: Dollar Amount: \$25 **OR** Value: Percentage= 25%

Value * **OR** Value

Click the *Done* button to save changes and a summary screen will appear reflecting your contributions to the Collin College Foundation.

Done

If you would like to support multiple funds, these steps will need to be followed for EACH fund.

That's it! You're done!

You've just supported a Collin College student through your generosity!

THANK YOU!