

Workday Payroll Deduction Instructions for Vehicles of Hope



If you have the VOH announcement on your Workday homepage, select the link, click on "Charitable Contribution" button, and skip to step 4.

Charitable Contribution - Vehicles of Hope

Did you know DTFOC Associates have the opportunity to support Vehicles of Hope's Chosen Partner through payroll deduction? Every donation makes a difference, even if it is only \$1! Click the link below to participate. If accessing through a mobile device, please follow these instructions.

- navigate to your Profile by clicking on the three lines in the upper left corner and then click the circle next to your name
- scroll till you locate Pay (click more)
- scroll to Voluntary Deductions

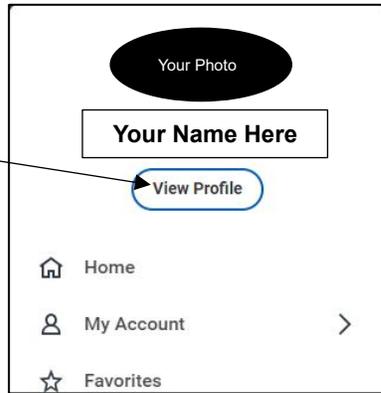
[Charitable Contribution](#)

If you do not have the announcement on your Workday homepage, start here.

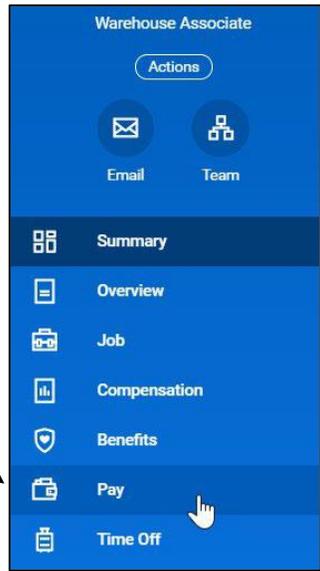
1. Log into Workday and click on your profile in the upper right corner of the Home Page.



2. Click on View Profile.

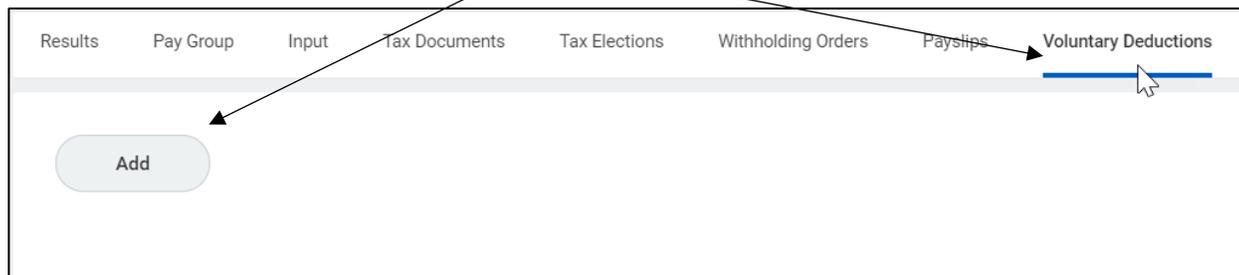


3. Click Pay



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4. Click Voluntary Deductions, then click Add. You may have to click on the “more” button to see the Voluntary Deductions selection.



5. Select the VOH – Charitable Deduction.

- Choose one-time or ongoing.
- Select the start date
- Choose Amount or Percent
- Enter the amount you wish to contribute (Value). The amount will be withheld from each paycheck. If you wish to make an ongoing donation, you can leave the end date blank. The end date is optional and can be added or modified at any time
- Click OK.

Add Voluntary Deduction

Enter the amount you would like to contribute to Vehicles of Hope's current Chosen Partner. You have the option to select a one-time or ongoing contribution. If you select ongoing, the amount will be withheld from each paycheck until the end date you select, or it can be left blank with no end date. The end date field can be edited at any time in the future.

Please contact your Payroll Team with any questions.

Frequency * One-time
 Ongoing

Pay Cycle Frequency Biweekly

Start Date * 05/26/2024 

End Date MM/DD/YYYY  End date can be left blank

Next Payment Date 06/14/2024

Type * Amount
 Percent

Value * 5

Cancel OK