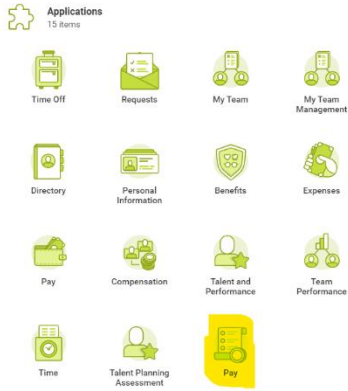
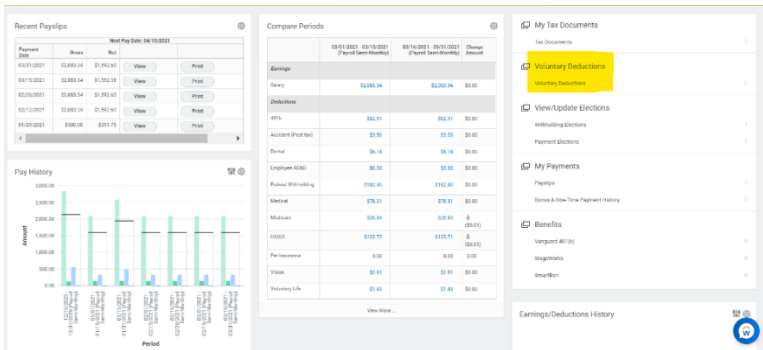


Workday E4E Payroll Deduction Guide

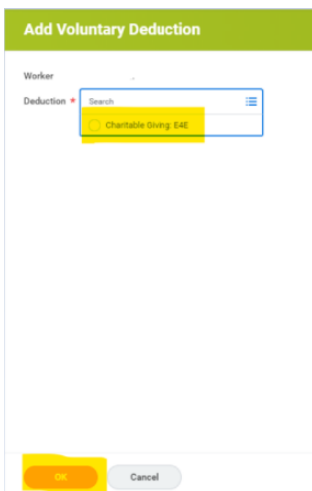
Step 1: Click on Pay Worklet as shown above



Step 2: Click “voluntary deductions” on the right and then “add”



Step 3: Click on Charitable Giving: E4E and OK



Workday E4E Payroll Deduction Guide

One Time Contributions

1. Click on One-time
2. Select Start Date (will default to next available payment date)
3. Enter amount under “value”
4. Click “OK”
5. Confirm summary of voluntary deduction election displays
6. You must click “done” to complete your election
7. The summary page will display your election. You can edit or delete the information until the deduction is processed. Once processed on your paycheck you cannot change this deduction.

Add Voluntary Deduction

Worker

Deduction

Test Verbiage: This is a Self-Service Voluntary Deduction. Link to the JIRA ticket: <https://jira.evolenthealth.com/browse/WTM-33677>

Frequency One-time Ongoing

Date

Next Payment Date 05/14/2021

Type Amount Percent

Value

Voluntary Deduction

Worker

Deduction Charitable Giving: E4E

Frequency One-time

Start Date 05/01/2021

End Date 05/01/2021

Next Payment Date 05/14/2021

Type Amount

Value 100

Voluntary Deductions

1 item

Deduction	Start Date	End Date	Frequency	Input Type	Value	Next Payment Date	
Charitable Giving: E4E	05/01/2021	05/01/2021	One-time	Amount	100	05/14/2021	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Workday E4E Payroll Deduction Guide

Ongoing Contributions

1. Click on Ongoing
2. Select “start date” (will default to next available payment date)
3. Select “end date” if you know when you want to stop your contribution (leave blank if you want it to continue)
4. Enter amount under “value”
5. Click “OK”
6. You must click Done to complete your election
7. The summary page will display your election. You can edit or delete the information until the deduction is processed. You can add a stop date or change your deduction amount by clicking “edit”.

Add Voluntary Deduction

Worker

Deduction *

Test Verbiage: This is a Self-Service Voluntary Deduction. Link to the JIRA ticket: <https://jira.evolenthealth.com/browse/WTM-33677>

Frequency One-time Ongoing

Pay Cycle Frequency Semi-monthly

Start Date *

End Date

Next Payment Date 05/14/2021

Type * Amount Percent

Value *

Voluntary Deduction

Worker

Deduction Charitable Giving: E4E

Frequency Ongoing

Start Date 05/01/2021

Next Payment Date 05/14/2021

Type Amount

Value 100

Voluntary Deductions

1 item

Deduction	Start Date	End Date	Frequency	Input Type	Value	Next Payment Date	
Charitable Giving: E4E	05/01/2021		Ongoing	Amount	100	05/14/2021	<input type="button" value="Edit"/> <input type="button" value="Delete"/>