Workday for Employees

OVERVIEW

Payroll voluntary deductions are an easy way for University employees to make gifts directly and automatically from a paycheck. This job aid explains how employees can setup one-time or ongoing employee contribution.

Whatever your job at Suffolk is, you help provide an unequaled, day-to-day experience for our students. Donations not only help with scholarship funding, they also provide students with countless opportunities to enjoy activities and initiatives. By making a gift to Suffolk through a payroll deduction, you can have an even greater impact on the University we all love.

Summa Gift Levels					
President's Circle	\$ 25,000 +				
Deans' Circle	\$ 10,000 +				
Gleason Archer Circle	\$ 5,000 +				
Member	\$ 1,000 +				

We appreciate the many contributions you already make to help provide rich, life-changing experiences. Thank you for all that you do to help enhance our students' Suffolk experience!

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How do I Add Voluntary Deduction?

- 1. Log in to Workday <u>(suffolk.edu/workday)</u> (user name and password are the same as your Suffolk email).
- 2. From your home page search for Voluntary Deductions.



Note: you can access Voluntary Deductions form Benefits and Pay Hub as well.



3. Select Add button.



4. In Add Voluntary Deduction popup window select **Your Suffolk Donation.**



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5. Next select **Purpose** of your donation.

Note: Suffolk University supports more than 25 charitable causes within the organization.

6. Next, select the **Frequency** of your donation.

Is this a one-time donation or do you wish the donation to be Ongoing (multiple pay periods)?

7. Start Date will auto populate based on next applicable pay period.

Note: If you chose **Ongoing** as the Frequency, you would see an option to enter an **End Date** for the deduction or leave it openended, which will go on until you decide to end it.

- 8. The **Type** field will default to **Amount**.
- 9. Enter the dollar amount you wish to donate in the Value field.
- 10. Click the OK.
- 11. Click the Done.

Add Voluntary Deduction					
Worker					
Deduction	★ X Your Suffolk Donation ···· :=				
	Please select the fund that you would like to support.				
	Summa Gift Levels				
	President's Circle \$ 25,000 + Deans' Circle \$ 10,000 + Gleason Archer Circle \$ 5,000 + Member \$ 1,000+				
	For more information, please call 617.573.4254 or email jmiller@suffolk.edu.				
Purpose	* X Athletic's Discretionary :=				
Frequency	 One-time Ongoing 				
Pay Cycle Frequency	/ Bi-weekly				
Start Date	* 09/12/2022 💼				
End Date	MM/DD/YYYY				
Next Payment Date	10/28/2022				
Туре	* O Amount				
Value	* 0				

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How do I Stop Voluntary Deduction?

- 1. Log in to Workday <u>(suffolk.edu/workday)</u> (user name and password are the same as your Suffolk email).
- 2. From your Workday's home page search for Voluntary Deductions.



Note: you can access Voluntary Deductions form Benefits and Pay Hub as well.



3. In Voluntary Deduction screen, select Edit

Voluntary Dec	luctions							
Add								
1 item							Next	
Deduction	Purpose	Start Date	End Date	Frequency	Input Type	Value	Payment Date	
Your Suffolk Donation	Law School Annual Fund	08/29/2022		Ongoing	Amount	50	10/28/2022	Edit

4. Enter **End Date** and click **OK**.



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How do I Change Amount on Existing Voluntary Deduction?

- 1. Log in to Workday <u>(suffolk.edu/workday)</u> (user name and password are the same as your Suffolk email).
- 2. From your Workday's home page search for Voluntary Deductions.



Note: you can access Voluntary Deductions form Benefits and Pay Hub as well.

- 3. First, you will need to stop existing deduction, please follow steps from page 4.
- 4. Next, you will need to add new election, please follow steps from page 2.

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