



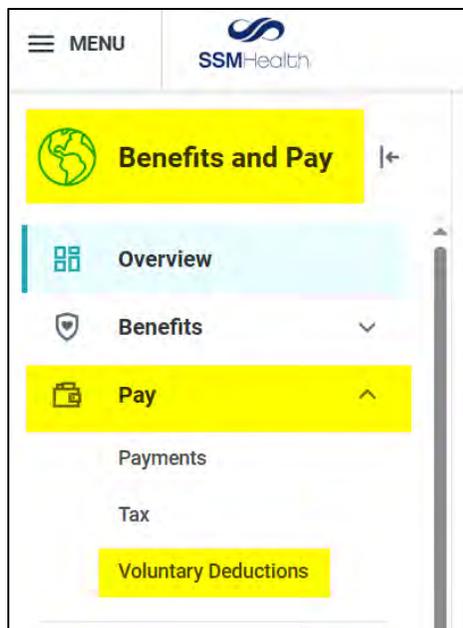
## Instructions for updating or changing current payroll deductions in Workday

If you are already giving to the campaign in Workday via payroll deduction, no further action is needed. If you wish to make an edit to your deduction, please see below for instructions. If you have questions or need assistance, please email [employeeegiving@ssmhealth.com](mailto:employeeegiving@ssmhealth.com).

Coworkers giving by payroll deduction can change their giving amount and/or the fund(s) they wish to support by following the instructions below.

1. Log into Workday [HERE](#). This will take you directly to the Voluntary Deductions page.

If logging into Workday from the main page, click on the **Menu** in the top left corner > click **Benefits and Pay** in the navigation > click on **Pay** in the dropdown menu > click on **Voluntary Deductions**.



On the **Voluntary Deductions** page, you will see a summary of your current employee contributions. **NOTE:** You must **end** your current payroll contribution and **create a new one** to ensure the new changes you make are accurately applied to future paychecks. See step #2.

2. Click the **Edit** button to the right of the deduction you wish to revise.

Deduction	Start Date	End Date	Frequency	Input Type	Value	Next Payment Date	
MO St. Louis - Patient Care	10/23/2022		Ongoing	Amount	4.00	04/25/2025	<a href="#">Edit</a>



The next screen may show you an overview of your payroll deduction you wish to edit. Click the **Edit** button at the bottom to continue.

Deduction	MO St. Louis - Patient Care
Start Date	10/23/2022
End Date	(empty)
Frequency	Ongoing
Input Type	Amount
Value	4.00
Next Payment Date	04/25/2025

**Edit**

- On the **Edit Voluntary Deduction** page, in the **End Date** field, enter a date to stop your deduction. **NOTE:** the system may default to an end date that is two days from the current date. See example below.

### Edit Voluntary Deduction

Worker: [redacted]

Deduction: \* MO St. Louis - Patient Care

Donations made on behalf of patient care help to fund programs like support groups, patient advocacy and survivor celebrations. Additionally, funds raised help to provide medical care.

Thank you for your generosity. This form allows for ongoing per pay period deductions. See below to simplify your deduction process:

- All start and end dates are defaulted – you don't need to change any of the dates to make an ongoing payroll deduction.
- Simply enter the value per pay period of your contribution and click OK.
- The value field does not contain decimals. For a contribution of \$10.00 per pay period, please enter "10" or "10.00".
- To increase your current contribution, enter an End Date and Add a new deduction from the main Voluntary Deduction page.

If you wish to make a contribution greater than \$999, please contact [employeeegiving@ssmhealth.com](mailto:employeeegiving@ssmhealth.com)

Purpose: (empty)

Frequency:  One-time  Ongoing

Pay Cycle Frequency: Biweekly

Start Date: 10/23/2022

End Date: 04/17/2025

**Select an end date. The system may provide you with an end of two days from the current date**

Error: Enter an End Date on or after 04/19/2025.

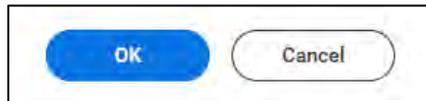
Next Payment Date: 04/25/2025

Type:  Amount  Percent

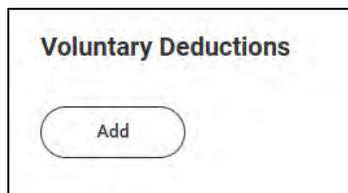
Value: 4



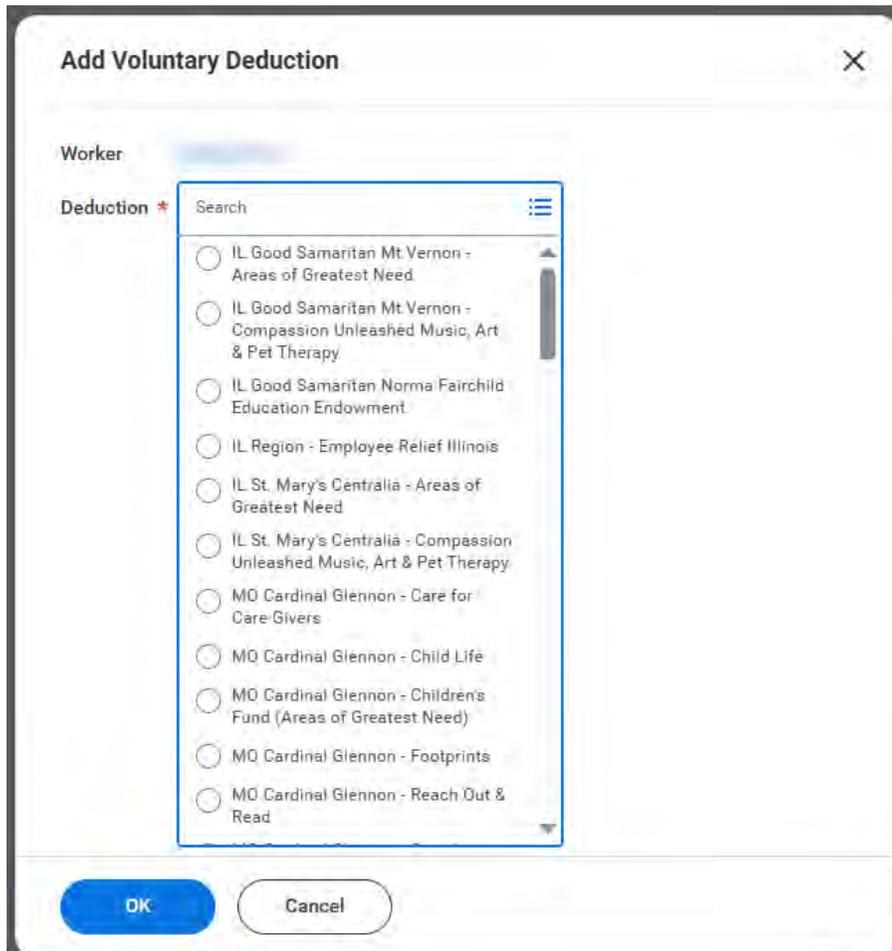
4. Then click the blue **OK** button at the bottom. This will stop and end your current deduction.



5. You will return to the **Voluntary Deductions** page. To create a new payroll deduction, click the **Add** button under Voluntary Deductions.



6. In the **Deduction\*** field dropdown, select the fund you wish to support, then click the blue **OK** button below.





**NOTE:** Once you select the fund, the fund description and instructions for payroll deductions will be shown below. The following fields are defaulted for you, so all you need to do is enter the Value amount (see #7 below). See screenshot below.

- **Frequency** automatically defaults to Ongoing
- **Start Date** automatically defaults to the next pay period date.
- **End Date** also defaults to ongoing. You do not need to enter an end date but may select one if you wish.

**Add Voluntary Deduction**

Worker

Deduction \*

Fund description shows below, as well as instructions for next steps

Provides free prescription medications to vulnerable patients unable to afford them, so they can continue to heal after discharge.

Thank you for your generosity. This form allows for ongoing per pay period deductions. See below to simplify your deduction process:

- All start and end dates are defaulted – you don't need to change any of the dates to make an ongoing payroll deduction.
- Simply enter the value per pay period of your contribution and click OK.
- The value field does not contain decimals. For a contribution of \$10.00 per pay period, please enter "10" or "10.00".
- To increase your current contribution, enter an End Date and Add a new deduction from the main Voluntary Deduction page.

If you wish to make a contribution greater than \$999, please contact [employeeegiving@ssmhealth.com](mailto:employeeegiving@ssmhealth.com)

Frequency \*  One-time  Ongoing

Pay Cycle Frequency Biweekly

Start Date \*

End Date

Next Payment Date 05/09/2025

Type \*  Amount  Percent

Value \*

Start date defaults to next pay period date

Enter the amount you wish to contribute per pay period



[iCareiGive.org](http://iCareiGive.org)

7. In the **Value** field, enter the amount you wish to contribute for your per-pay-period contribution. See above. **NOTE:** The value field does not contain decimals. For a contribution of \$10.00 per pay period, please enter "10" or "10.00".
8. When finished, click the blue **OK** button to save your new payroll deduction.