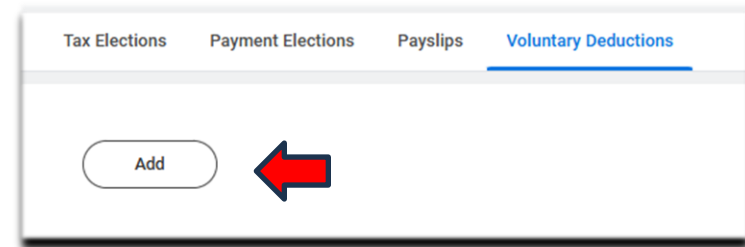
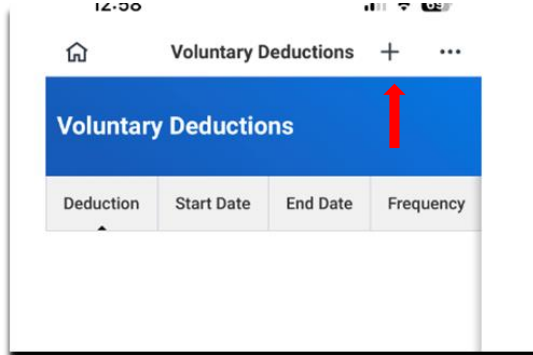
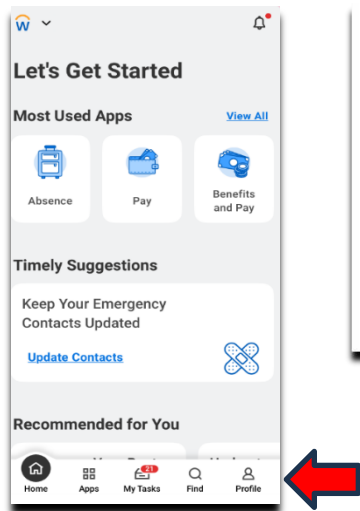


Start a One Time or Ongoing Contribution for a Giving Campaign:

Sign into Workday. Start, edit, or delete a giving contribution by following the below steps:

1. Navigate to your employee **profile** > **Pay** > **“Voluntary Deductions”** via Desktop or Workday Mobile App.
2. Select the **“Add”** button.



3. Choose the Voluntary Deduction.

Option 1: Employee Assistance Fund

The Tim Logston Employee Assistance Fund



With the rise in natural disasters over recent years, PL Marketing knows that some employees will be significantly impacted by these events from time to time and wants to help. PLM has created the Tim Logsdon Employee Assistance Fund to provide assistance to employees who have been impacted by a federally declared disaster or emergency.

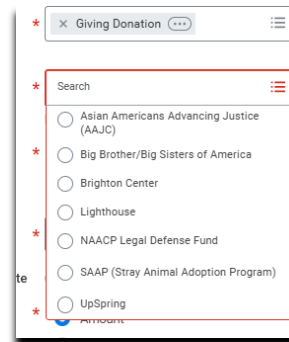
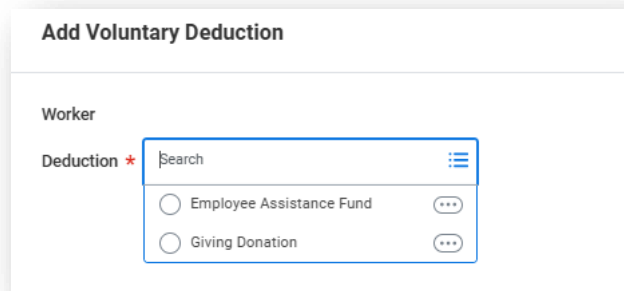
Employees can contribute to the Fund through payroll deduction, and PLM will match employee contributions at a rate of \$.30 for every \$1.00 donated. Employee contributions made to the Fund are not tax deductible as charitable donations because the Fund is not a formal charity.

Option 2: Giving Donation

There are several community organizations you can choose to support.

Once you select “Giving Donation”, you will be prompted to select the giving campaign of your choice under “Purpose”.

Please see the complete listing of the Giving Campaigns that are available to contribute to at the end of this document. PLM will match employee contributions at a rate of \$1.00 for \$1.00 donated



4. Make the following selections:

- **Frequency** = One Time or Ongoing
- **Start Date** = the pay period the deduction should start (the Next Payment Date indicates the date the employee can expect to see the deduction first resolve)
- **Type** = Amount
- **Value** = Amount to contribute
- Click **OK**

A screenshot of a web form for setting up a contribution. The form includes the following fields and options:

- Deduction:** A dropdown menu with "Giving Donation" selected.
- Purpose:** A dropdown menu with "SAAP (Stray Animal Adoption Program)" selected.
- Frequency:** Radio buttons for "One-time" (selected) and "Ongoing".
- Date:** A date input field with "03/03/2025" entered.
- Next Payment Date:** A label with the value "03/21/2025".
- Type:** Radio buttons for "Amount" (selected) and "Percent".
- Value:** A text input field with "10" entered.

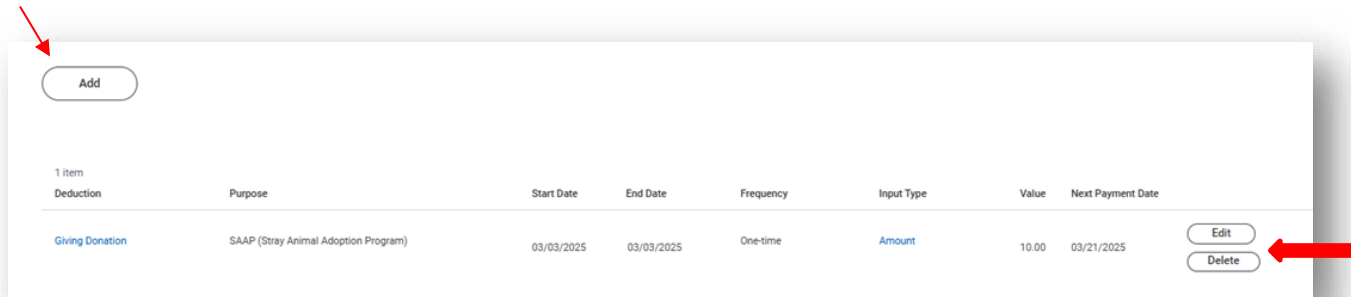
At the bottom of the form are "Cancel" and "OK" buttons.

5. If electing a frequency of Ongoing, there is an option to select a future end date if desired. End date can be left blank as well.

A screenshot of a web form for setting up a contribution, similar to the one above but with the "Ongoing" frequency selected. The form includes the following fields and options:

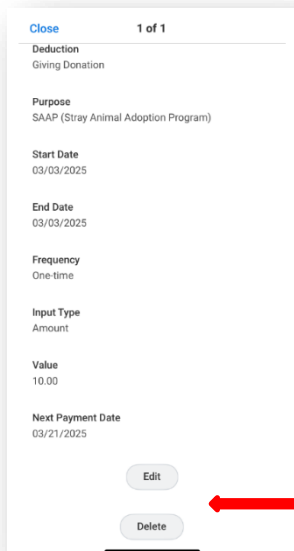
- Pay Cycle Frequency:** A label with the value "Biweekly".
- Start Date:** A date input field with "03/03/2025" entered.
- End Date:** A date input field with the placeholder "MM/DD/YYYY" entered.
- Next Payment Date:** A label with the value "03/21/2025".
- Type:** Radio buttons for "Amount" (selected) and "Percent".
- Value:** A text input field with "10" entered.

6. Contributions can be edited by going to your **Profile > Pay > Voluntary Deductions**.
- Select the **“Edit”** or **“Delete”** button on the Contribution
 - If contributing to more than one Campaign, click **“Add”** and repeat the previous steps.



The screenshot shows a table with one row of contribution data. A red arrow points to the 'Add' button in the top left corner. Another red arrow points to the 'Edit' and 'Delete' buttons at the end of the row.

1 item								
Deduction	Purpose	Start Date	End Date	Frequency	Input Type	Value	Next Payment Date	
Giving Donation	SAAP (Stray Animal Adoption Program)	03/03/2025	03/03/2025	One-time	Amount	10.00	03/21/2025	Edit Delete



The screenshot shows a modal window displaying the details of a contribution. A red arrow points to the 'Edit' and 'Delete' buttons at the bottom of the modal.

Close 1 of 1

Deduction
Giving Donation

Purpose
SAAP (Stray Animal Adoption Program)

Start Date
03/03/2025

End Date
03/03/2025

Frequency
One-time

Input Type
Amount

Value
10.00

Next Payment Date
03/21/2025

[Edit](#)
[Delete](#)

Employees can contribute to a Fund through payroll deduction, and PLM will match employee contributions for all Giving Donations at a rate of \$1.00 for \$1.00 donated. Employee contributions made to the Fund are not tax deductible as charitable donations because the Fund is not a formal charity.



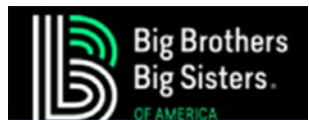
NAACP Legal Defense Fund

The NAACP Legal Defense and Educational Fund, Inc. is America's premier legal organization fighting for racial justice. Through litigation, advocacy, and public education, LDF seeks structural changes to expand democracy, eliminate disparities, and achieve racial justice in a society that fulfills the promise of equality for all Americans. LDF also defends the gains and protections won over the past 75 years of civil rights struggle and works to improve the quality and diversity of judicial and executive appointments.



Asian Americans Advancing Justice | AAJC Fund

Rooted in the dreams of immigrants and inspired by the promise of opportunity, Asian Americans Advancing Justice | AAJC (Advancing Justice | AAJC) advocates for an America in which all Americans can benefit equally from, and contribute to, the American dream. Our mission is to advance the civil and human rights for Asian Americans and to build and promote a fair and equitable society for all. Advancing Justice | AAJC is a national 501 (c)(3) nonprofit founded in 1991 in Washington, D.C.



Big Brothers Big Sisters

Big Brothers Big Sisters develops positive mentoring relationships between adult volunteers ("Bigs") and children ("littles") that have a direct and lasting effect on the lives of young people.



The Brighton Center

The Brighton Center partners with individuals and families to help them reach financial stability and independence through youth services, workforce services, financial services, early childhood education, family services, social enterprises, women's recovery services, senior services, housing, and emergency services.



UpSpring

As the region's only non-profit exclusively serving the educational needs of children and youth experiencing homelessness, UpSpring provides these students with the consistency needed to achieve academic success and become well-rounded, active participants in their community.



Lighthouse Youth and Family Services

Lighthouse offers an integrated system of care for ages 0-24 designed to guide and track their progress over time. This includes mental and behavioral health services, youth housing, emergency shelter, community juvenile justice services, residential treatment, and foster care and adoption.



SAAP

Stray Animal Adoption Program (SAAP) is an all-volunteer, non-profit organization that exists to rescue, protect and provide care for at risk pets. We promote lifelong adoptions while focusing on spay/neuter and the education of animal welfare.

