



### Overview

This guide provides information about making a One Gift Pledge in Workday during the annual campaign in September. The One Gift Program gives State of Iowa Employees the opportunity to contribute to [participating charitable agencies](#) through payroll deduction. Over 350 charitable agencies offer much-needed assistance to Iowans throughout the state. When you contribute to the One Gift Program, your donation stays in Iowa, where it helps your neighbors, friends, and family. During the annual One Gift campaign in September, you can make pledges in Workday for contributions effective the following calendar year. Outside of the campaign month, please contact your [HRA](#) to start, stop, or make a change to your pledge.

### Audience

Employees

### Request One Gift Pledge

1. On the **Workday Home Page**, select your **Profile photo** icon and select **View Profile**.
2. Select **Personal** from the list of options under your name. You may need to Select **More**.
3. Select the **Additional Data** tab.
4. Select **Edit** under **One Gift Pledge**.
5. Select on the **plus** icon to add a row under One Gift Pledge.
6. Fill out the fields:
  - a. **One Gift Charitable Agency:**
    - i. You can add a maximum of three charitable agencies to pledge. While Workday will allow you to enter more than three agencies, only the first three will be processed.
  - b. **Bi-Weekly Amount:** This must be in whole dollars. The amount entered here will be the amount that is deducted each pay period.
  - c. **Deduction Frequency:**
    - i. If electing more than one charity, you must select the same frequency for all of them. You cannot select different frequencies for different charitable elections.

# Request One Gift Pledge

## Smart Guide

## Employees



### ii. Deduction Frequency options include:

- First Pay Period of the Month
- Second Pay Period of the Month
- First and Second Pay Periods of the Month (24 pays)
- Biweekly (26 pays)
- One Time Pledge (First pay warrant of the year)

7. Select **OK**.

8. Select **Done**.

Note: This process is complete after submission; no approvals are required. This process is only available in Workday during the annual One Gift campaign in September. If you want to donate outside of this time period, please contact your HRA.