

# Request One Gift Pledge

## Smart Guide

Employees



This guide provides information about requesting a One Gift Pledge. 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. Employees will have access to add the contributions during the enrollment period, but changes outside the enrollment period can only be done by HR staff.

### Audience:

Employees

### Request One Gift Pledge

1. On the **Workday Home Page**, click on the **cloud/profile photo** icon and select **View Profile**.
2. Select **Personal**.
3. Select **Additional Data**.
4. Select **Edit** under **One Gift Pledge**.

5. Click on the + button to add a row under One Gift Pledge.

6. Fill out the fields:

- a. **One Gift Charitable Agency**
- b. **BiWeekly Amount**

Note: This must be in whole dollars.

c. **Deduction Frequency**.

Note: Options include First Pay Period of the Month, Second Pay Period of the Month, First and Second Period of the Month (24 pays), Biweekly (26 pays), or One Time Pledge (First pay of the year). You may only select one of these options.

7. Click **OK**.

8. Click **Done**.

Note: This process is complete after submission; there are no approvals required.