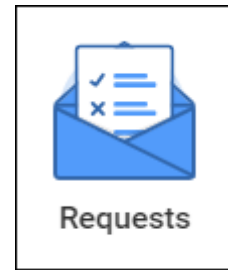


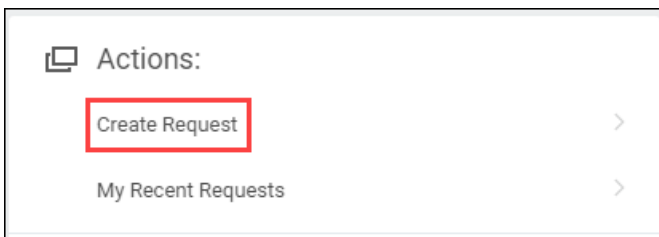
Governor's Food Drive Request, employee

This job aid provides step by step instructions on how to request a Governor's Food Drive donation through Workday.

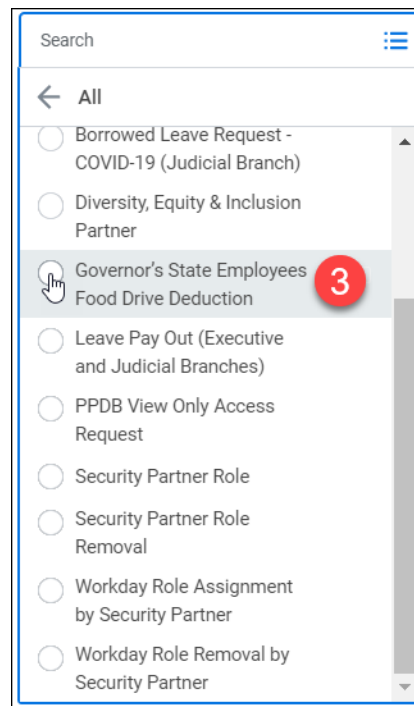
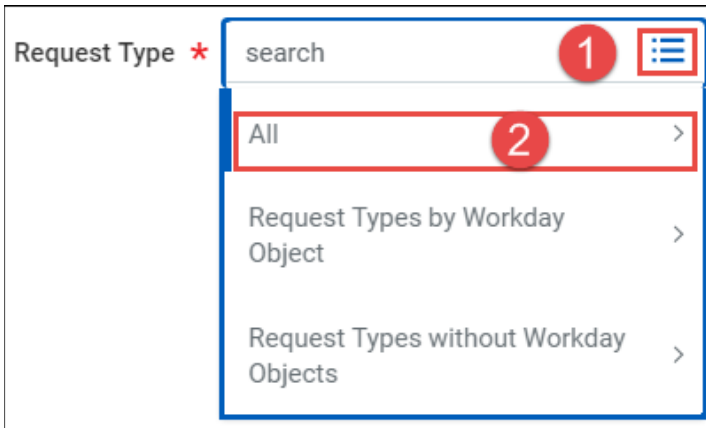
Step 1: Click on the **Requests** worklet on your *Homepage*.



Step 2: Click **Create Request**.



Step 3: Click on the menu prompt (1), click on **All** (2), and then select **Governor's State Employees Food Drive Deduction** (3). Click **OK**.



Step 4: Complete the displayed questionnaire.

I choose to donate: (Required)

- \$12 "Governor's Challenge" (\$144 total over 12 months, or 432 meals)
- \$15 (\$180 total over 12 months, or 540 meals)
- \$20 (\$240 total over 12 months, or 720 meals)
- \$____(other amount, each month for 12 months)
- \$____(for a one-time donation)

Please indicate which Regional Food Bank you would like to donate to: (Required)

select one ▼

I would like a thank you for my pledge, and authorize Workday to share my address and donation amount, with the Regional Food Bank I selected for my donation: (Required)

- Yes
- No

Callout bubbles:

- Enter your preferred donation.
- Enter your preferred Food Bank.
- Enter if you would like to be thanked for your donation.

Step 5: Enter a **Comment** if you'd like, and click **Submit**.

enter your comment

Submit

Step 6: The request will route to your Payroll Partner for processing.