

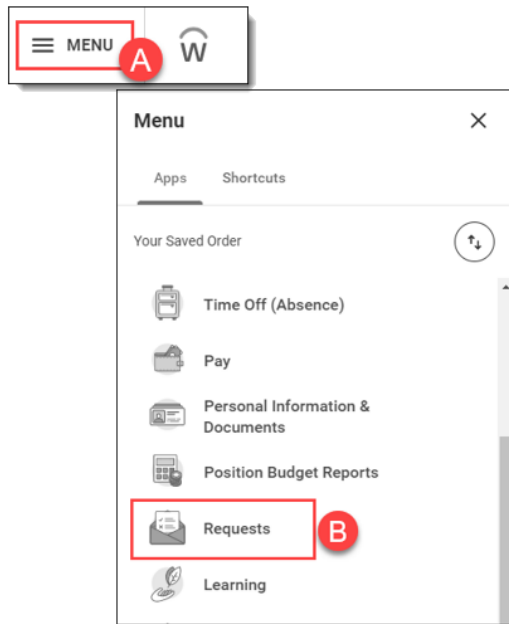
EMPLOYEE - GENERAL NAVIGATION

# Governor's State Employees Food Drive Deduction

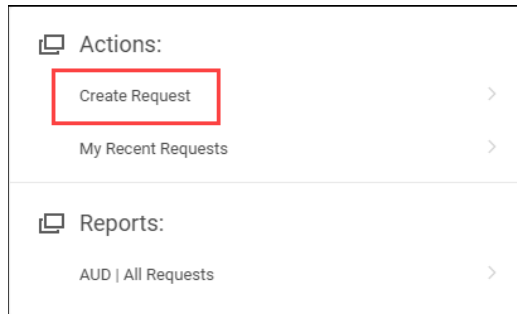
Last updated January 10, 2024



**Step 1:** On the Homepage, click on **Menu** (A) and then click on the **Requests** application (B).

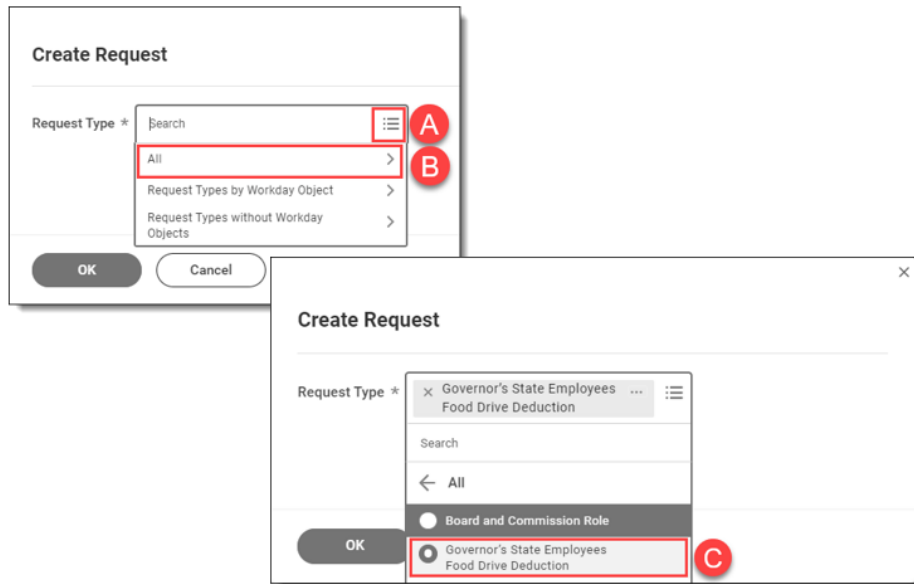


**Step 2:** Click **Create Request**.



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





**Step 4:** Complete the questionnaire.

**Important:** By submitting this request, you authorize the State of Oregon to deduct the amount from your paycheck each monthly pay period or one-time as indicated. Monthly donations will recur until next February.

If you have made more than one donation request to the food drive this month, please add a note to payroll confirming you would like payroll to process this request as well as any previous requests in the comments area, at the bottom of the page.

I choose to donate: (Required)

- \$15 "Governor's Challenge" (\$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)

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

select one ▼

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I authorize Workday to share my address and donation amount with the Regional Food Bank I selected: (Required)

- I agree
- I do not agree

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I have confirmed the donation amount is correct as entered. (Required)

- I agree
- I do not agree



enter your comment



**Step 5:** Click **Submit**. The request will route to your Payroll Partner for processing.

- Give
- Governor
- Deduction
- Drive
- Donation
- Food

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