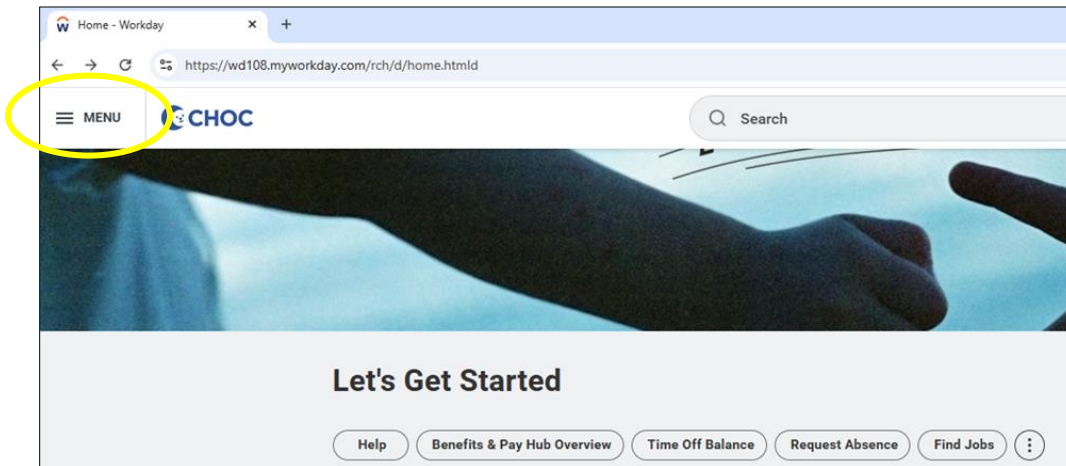
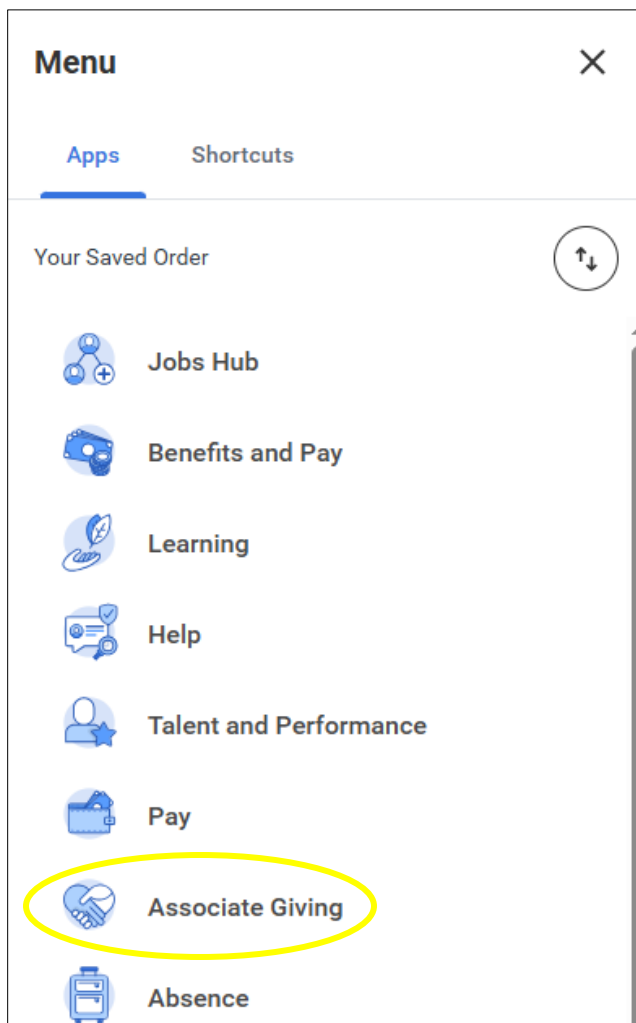


## Associate Giving Edit / End – Workday Instructions



Click on: **Menu**



Click on: **Associate Giving**

## Associate Giving Edit / End – Workday Instructions

 MENU



Q Search

### Associate Giving

**One Heart, One Mission**

By donating to One Heart, One Mission through payroll deduction you go above and beyond to show support for our patients at CHOC. Sign up for One Heart, One Mission Associate Giving Today!

[Enroll in Associate Giving Here](#)

Click on: **Enroll in Associate Giving Here**

### Voluntary Deductions

Add

1 item

| Deduction        | Start Date | End Date | Frequency | Input Type | Value | Next Payment Date |                      |
|------------------|------------|----------|-----------|------------|-------|-------------------|----------------------|
| Associate Giving | 06/13/2021 |          | Ongoing   | Percent    | 0.60  | 11/13/2025        | <a href="#">Edit</a> |

click on: **Edit** to end your current payroll deduction

### Edit Voluntary Deduction

**Worker** Alicia Balderas (8480)  
**Deduction** ★ Associate Giving  
Choose an Ongoing or One-time donation and enter your bi-weekly Amount or P  
Become a Mission Mover by selecting Percent and donating 0.5% of base pay.  
**Purpose** (empty)  
**Frequency** ☐ One-time ☒ Ongoing  
**Pay Cycle Frequency** Biweekly  
**Start Date** 06/13/2021  
**End Date**    
**Next Payment Date** 11/13/2025  
**Type** ☐ Amount ☒ Percent  
**Value** 0.6  

[OK](#) [Cancel](#)

Add an end date, then click on: **OK**

## Associate Giving Edit / End – Workday Instructions

| Voluntary Deduction |                                        |
|---------------------|----------------------------------------|
| Worker              | <a href="#">Alicia Balderas (8480)</a> |
| Deduction           | Associate Giving                       |
| Frequency           | Ongoing                                |
| Start Date          | 06/13/2021                             |
| End Date            | 11/08/2025                             |
| Next Payment Date   | 11/13/2025                             |
| Type                | Percent                                |
| Value               | 0.60                                   |

### Review

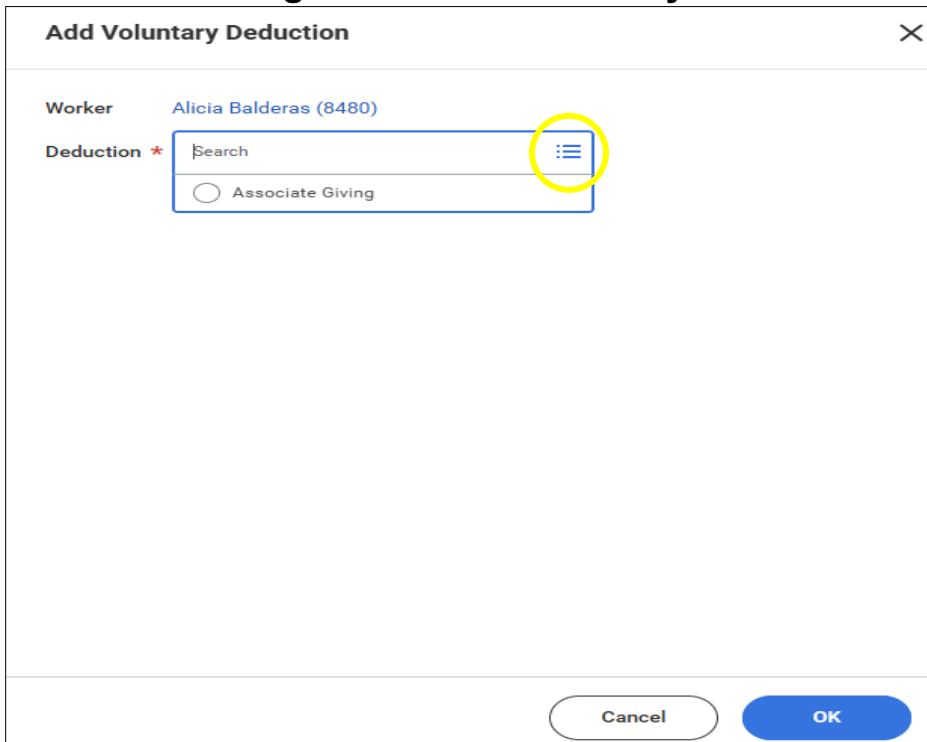
Done

Click on: **Done**

| Voluntary Deductions |            |            |           |            |       |                   |
|----------------------|------------|------------|-----------|------------|-------|-------------------|
| <div>Add</div>       |            |            |           |            |       |                   |
| 1 Item               |            |            |           |            |       |                   |
| Deduction            | Start Date | End Date   | Frequency | Input Type | Value | Next Payment Date |
| Associate Giving     | 06/13/2021 | 11/08/2025 | Ongoing   | Percent    | 0.60  | 11/13/2025        |

You will be returned to the Voluntary Deductions page. To add a new payroll deduction, click on: **Add**

## Associate Giving Edit / End – Workday Instructions



**Add Voluntary Deduction**

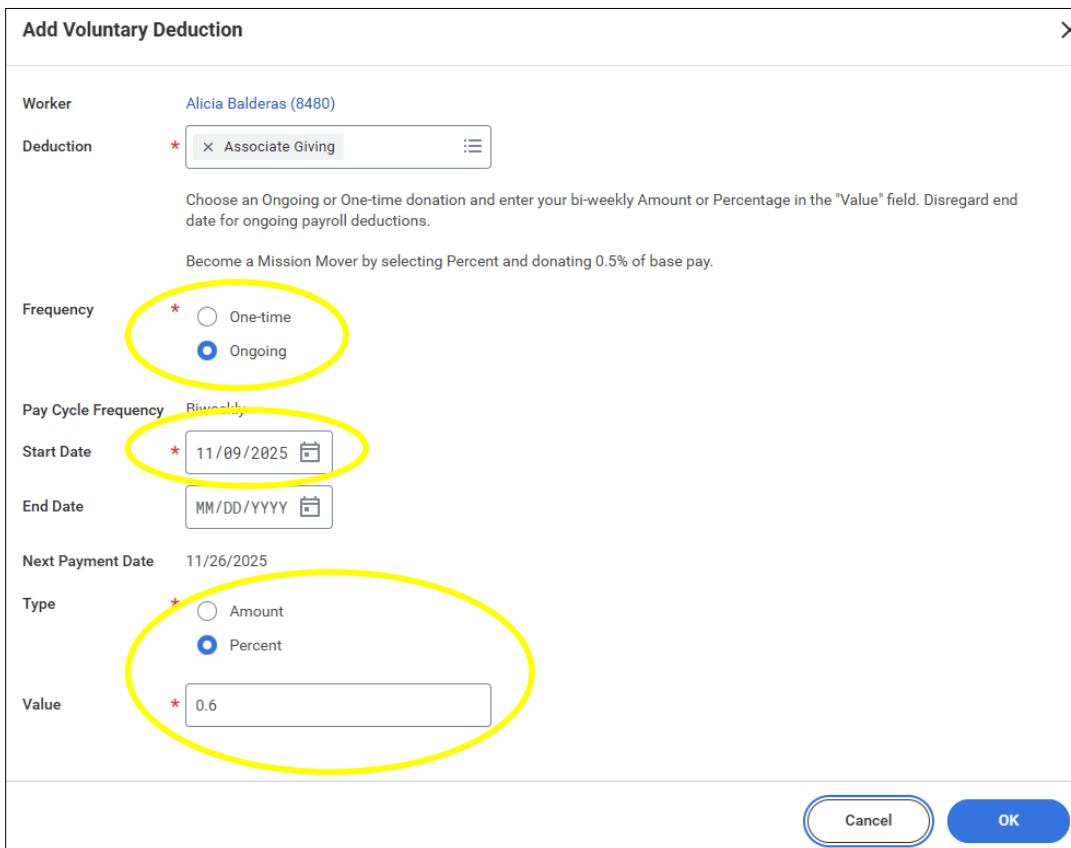
Worker: Alicia Balderas (8480)

Deduction \*  

☐ Associate Giving

Cancel OK

Click on: the menu in **Search** bar and select **Associate Giving**. Click on: **OK**



**Add Voluntary Deduction**

Worker: Alicia Balderas (8480)

Deduction \* X Associate Giving 

Choose an Ongoing or One-time donation and enter your bi-weekly Amount or Percentage in the "Value" field. Disregard end date for ongoing payroll deductions.

Become a Mission Mover by selecting Percent and donating 0.5% of base pay.

Frequency \* ☐ One-time ☒ Ongoing

Pay Cycle Frequency: Biweekly

Start Date \* 11/09/2025 

End Date: MM/DD/YYYY 

Next Payment Date: 11/26/2025

Type \* ☐ Amount ☒ Percent

Value \* 0.6

Cancel OK

Select **One-time** or **Ongoing** and a **Start Date** (day after your previous deduction ends works). Do not add an end date for ongoing deductions. Select **Amount** or **Percent** – add amount for bi-weekly deduction or if using a percent, it will auto-populate 0.5 for the Mission Mover level. You can change the percentage if preferred. Click on: **OK**

## Associate Giving Edit / End – Workday Instructions

≡ MENU



### Voluntary Deduction

|                   |                                        |
|-------------------|----------------------------------------|
| Worker            | <a href="#">Alicia Balderas (8480)</a> |
| Deduction         | Associate Giving                       |
| Frequency         | Ongoing                                |
| Start Date        | 11/09/2025                             |
| Next Payment Date | 11/26/2025                             |
| Type              | Percent                                |
| Value             | 0.60                                   |

Review your selection – keep in mind the dollar amount you choose (if Amount chosen) will be taken from each paycheck.

Done

Click on: **Done**

**\*\*Review your ended contribution (check for end date) and you new contribution for accuracy.**