


How to Donate to a Campaign in the UKG Pro Giving Portal

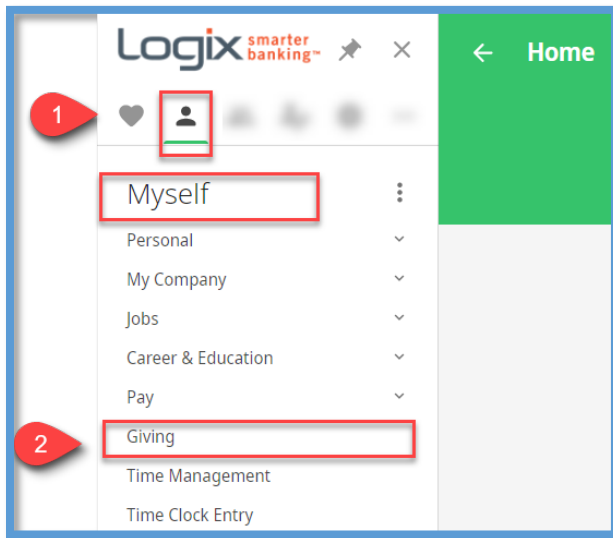
About UKG Pro Giving

The UKG Pro Giving Portal allows employees to contribute to Community Stars campaigns via UKG Pro. Employees can select the amount of their donation and which pay check from which to take the specified amount.

This guide provides directions on how to donate to the Community Stars Campaign in UKG Pro.

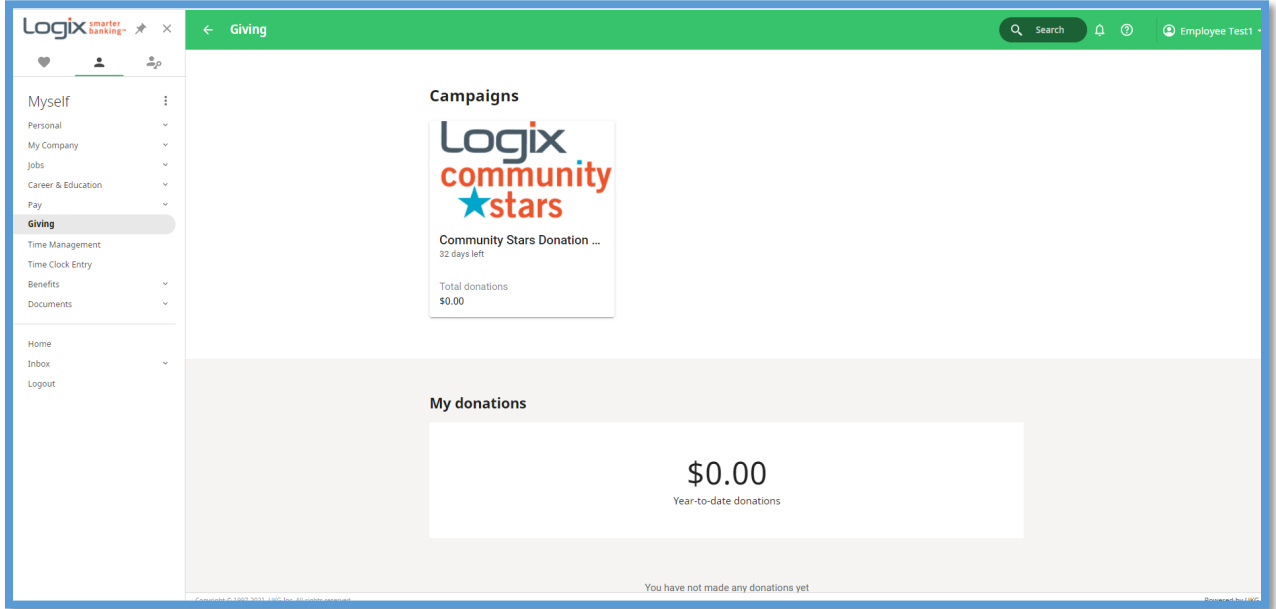
Instructions

1. Go to UKG Pro
2. The Side Menu will appear
3. Click the human icon (Myself menu), 
4. Click "Giving"

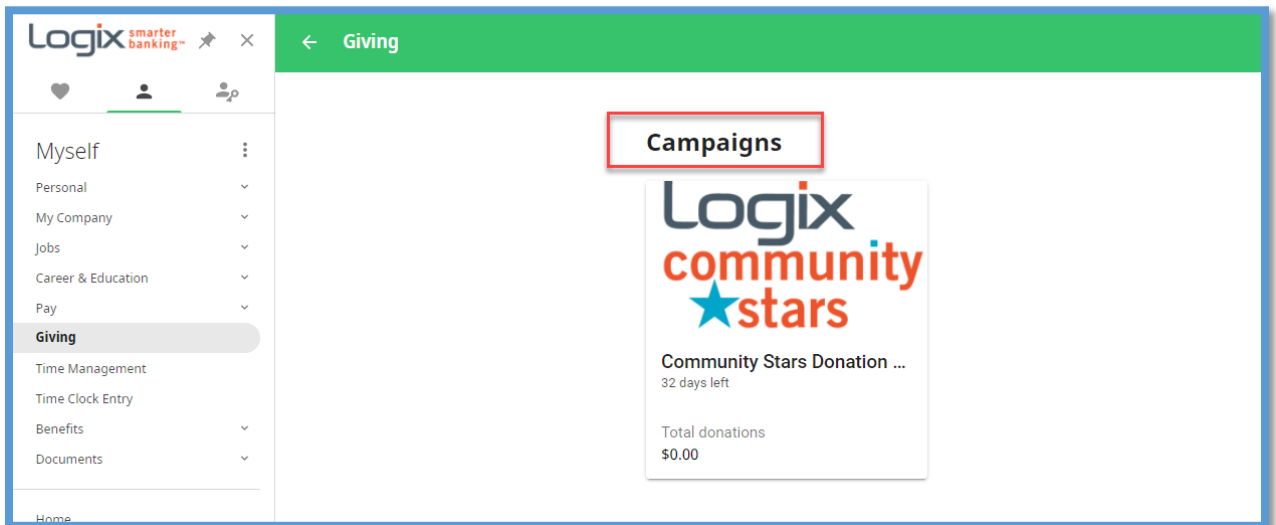


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5. After you click on “Giving” in step 1, you will be taken to the Giving portal which will look similar to the screenshots below.

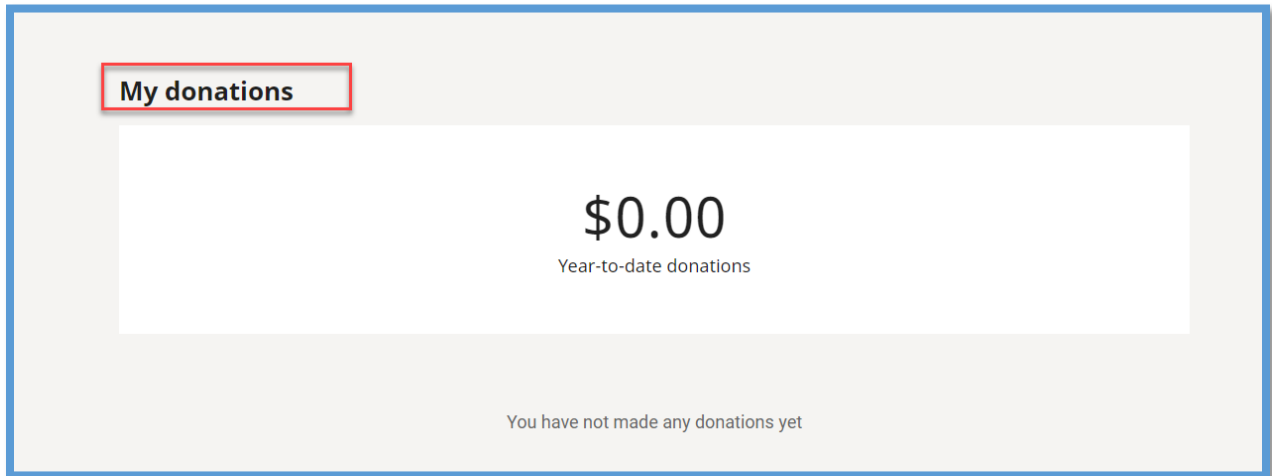


- Under “Campaigns”, you will see the available campaign(s) to select from to make your donation

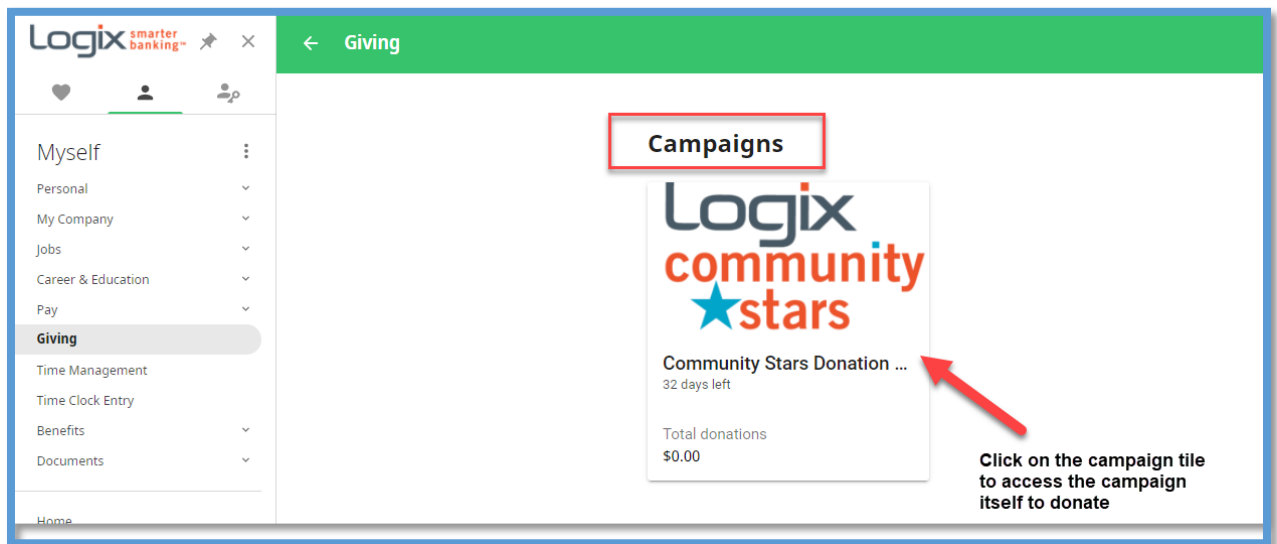


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- Under “My Donations”, you will see the “Year-To-Date” donation which should be at \$0 unless you’ve donated through the Giving Portal before. *This dollar amount does not include any donation that has been processed outside of the Giving Portal.*

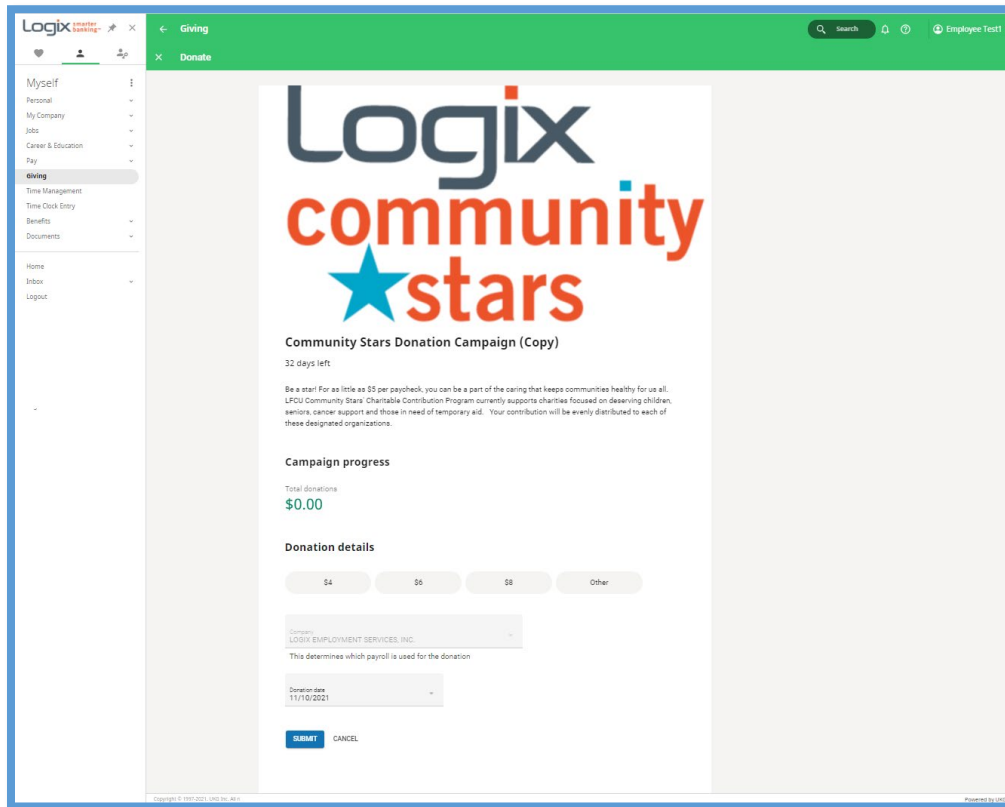


6. Locate “Campaigns”, then select the tile for the campaign you wish to donate to.



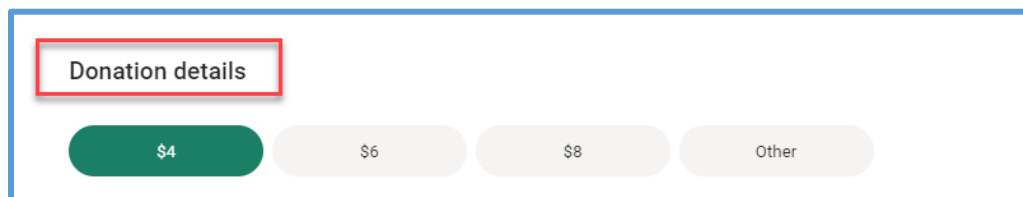
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7. The new page will provide the details of the campaign. Example screenshot below.



8. To make your submission for donation:

- Locate “Donation details”, here you will be able to click/select the preset amounts (i.e. \$4, \$6, \$8) **or** click on “Other” to make a different donation amount.



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- Underneath the preset amounts/other, you will see “Company”—you can ignore this as already pre-selected for “Logix Employment Services” and there is nothing to change.

- Next, you will locate “Donation Date” and click on the arrow to open and select the **paycheck date** you would like your donation deducted from.

You may only **select one date** for this campaign deduction.

Note: The dates that show on the screen are available pay check dates within the campaign timeframe.

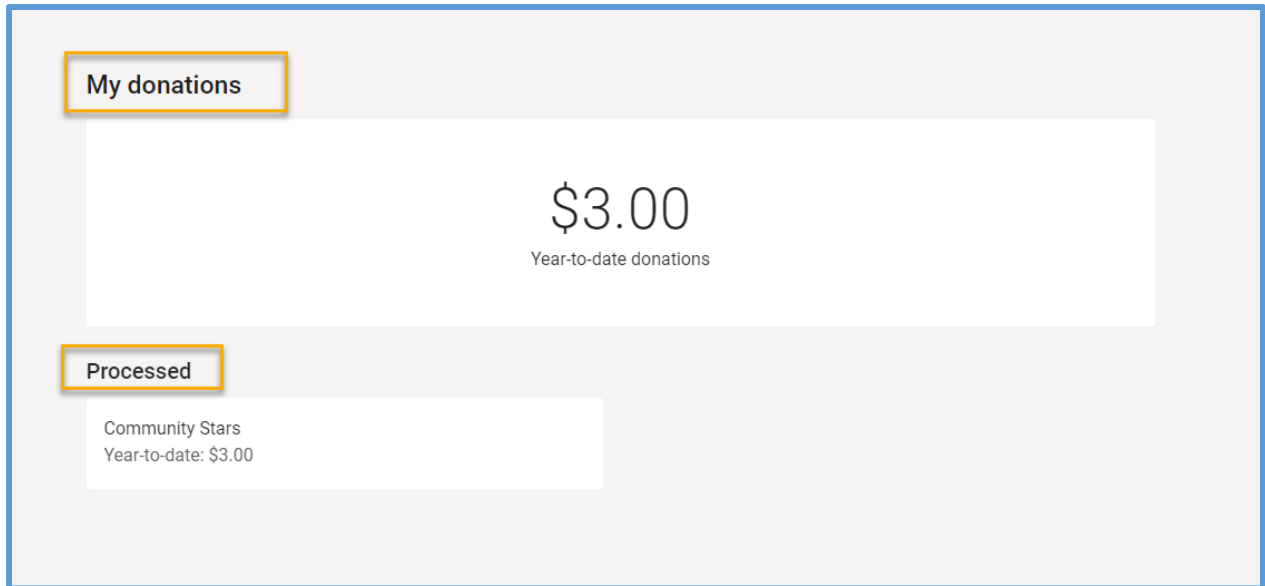
9. Once you’ve selected your paycheck date, click “Submit”
 10. It will take you back to the Giving Portal page and you will see your information updated.
- There will be a brief pop up at the bottom with the message “Thank you for making a difference!”
 - You will also see a new section titled “Scheduled”—this shows the amount of donation(s) that is scheduled to be donated and on which paycheck date.

How to Donate to a Campaign in the UKG Pro Giving Portal

The screenshot displays the Logix Giving Portal interface. At the top, the Logix logo is visible. Below it, a blue header bar contains the text "Logix smarter banking". The main content area is divided into sections: "Campaigns" with a message "You don't have any active campaigns right now - check back again soon", "My donations" showing a total of "\$0.00" for "Year-to-date donations", and "Scheduled" which lists a "Community Stars Donation Campaign" for "\$4.00" on "Oct 1, 2020". A red arrow points from the scheduled donation entry to a text box that reads "displays the campaign you've submitted your donation to, the dollar amount, and the paycheck date it will be deducted from". At the bottom, a dark grey button with the text "Thank you for making a difference!" is highlighted with a yellow border.

11. When your donation is **processed**, it will update your Giving Portal again and will display similar to the below screenshot.

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Reminder – Once the pay check associated to the date you selected is available, ensure that the donation was appropriately deducted.

Who to contact for help:

Should you have any questions or issues with your donation, please contact HRMS@lfcu.com.

For questions regarding the deduction on your paycheck, please contact payroll@lfcu.com.