liveops Setup Philanthropic Donations in UltiPro (UKG)

1. Login to <u>Ultipro</u> using your individual credentials. This can be completed on either your desktop or app.

| liveops | | | | | |
|-------------------------|--|--|--|--|--|
| Welcome, come on in! | | | | | |
| User name | | | | | |
| Password | | | | | |
| Sign in | | | | | |
| Forgot your password? | | | | | |

- 2. Open the navigation menu using the icon \equiv in the top left corner.
- 3. Select "Giving" under "Myself"



4. Select the campaign you'd like to donate to:



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- 5. Enter donation details including, then hit "submit":
 - Donation amount this can be a one-time or recurring donation amount. Recurring donations will occur during each pay period throughout the duration of that campaign.
 - Donation date the first date you'd like the deduction made. You will be able to choose from a drop-down menu of upcoming pay periods.
 - Recurring donations checkbox if you'd like to setup a recurring donation with each paycheck, select the box titled "Donate this amount from each regular pay".

| Donation amount* \$10.00 | | | |
|---|-------------------------------------|-------|---|
| Amount must be greater tha | n 0 | | |
| Company Liveops Agent Services, LLC | | | ~ |
| This determines which payro | Il is used for the dona | ation | |
| Donation date 01/28/2022 | × | | |
| | | | |
| | | | |
| Donate this amount fro Until the campaign ends I | om each regular pay May 06, 2022 | i | |
| Donate this amount fro Until the campaign ends t | om each regular pay May 06, 2022 | (i) | |

6. When you return to the Giving page you will be able to see your donations for the year along with any upcoming scheduled donations.

| My donations | | | | |
|--|----------------------|-------------|--|--|
| | \$0.0 2022 donati |)) ons • | | |
| Scheduled | | | | |
| National Alliance to End Homelessness \$10.00 / Recurring | Jan 28, 2022 | | | |