

## Wanda WorkSmart – One Gift Accessibility Transcript

### **Title Slide [cartoon animation of Wanda waving with two coworkers thinking]:**

Hi there! Welcome to the Wanda WorkSmart Tips and Tricks series designed to help you become familiar with navigating Workday!

In this session, we'll be talking about the One Gift Program. So let's dive in!

### **Scene 1 [a picture of Iowa scenery and Wanda explaining]:**

The One Gift Program gives State of Iowa employees the opportunity to contribute to participating charitable agencies through payroll deduction. More than 350 charitable agencies offer much-needed assistance to Iowans throughout the state.

### **Scene 2 [animation of Wanda and friends cheering and Iowa scenery]:**

When you contribute to the One Gift Program, your donation stays in Iowa, where it helps your neighbors, friends, and family.

### **Scene 3 [animation of Wanda cheering with computer displaying WorkSmart.iowa.gov]:**

The annual One Gift campaign will run **Monday, October 4, through Friday, October 29, 2021**. During this time, employees can add charitable contributions in Workday. Changes beyond this enrollment period can only be made by HR.

Step-by-step instructions can be found in the **Request One Gift Pledge Smart Guide** located on the WorkSmart website Training tab for Employees, under "General".

Now let's look at the One Gift process in Workday!

### **Scene 4 [animation of Wanda pointing and speaking with a computer displaying Workday and arrows indicating where to click]:**

Navigating to One Gift in Workday

1. On the **Workday Home Page**, click on the **cloud or profile photo** icon and select **View Profile**.
2. On your profile, select **Personal**.
3. Select **Additional Data**.
4. Select **Edit** under **One Gift Pledge**.

**Scene 5 [animation of Wanda pointing and speaking with a computer displaying Workday and arrows indicating where to click]:**

Requesting One Gift Pledge

5. Click on the + button to add a row under One Gift Pledge.
6. Fill out the fields: **One Gift Charitable Agency** *You can add a maximum of three charitable agencies. If more than three are added, only the first three will be processed.* **BiWeekly Amount** *The amount must be entered in whole dollars.* **Deduction Frequency** *If electing more than one charity, you must select the SAME frequency for all of them.*

**Scene 6 [animation of Wanda pointing and speaking with a computer displaying Workday and arrows indicating where to click]:**

Submitting One Gift Pledge

7. Click **OK**, then **Done**.

**Scene 7 [animation of Wanda pointing and speaking with a computer displaying a “Submitted” pop up]:**

That’s it! There are no approvals required. Deductions will begin the first paycheck of the new year. Congratulations on completing your One Gift contributions in Workday!

**Scene 8 [animation of Wanda pointing and speaking and graphic of Workday Support pyramid]:**

For additional assistance, refer to the Workday Support pyramid, or contact your HRA for questions specific to One Gift.

**Scene 8 [animation of Wanda typing on a laptop with WorkSmart.iowa.gov website information]:**

This wraps up our session about One Gift in Workday! For more information, visit [WorkSmart.iowa.gov](https://www.worksmart.iowa.gov)

Thanks for watching! This is Wanda WorkSmart, signing off, and remember, work SMARTER, not HARDER...with Workday!