

## How to Make a Payroll Donation in WIN

### To set up your payroll deductions in WIN self-service:

**Step 1:** Select the **Charitable Donations** tile in **WIN**, from the Employee Self-Service Homepage.

**Step 2:** Select the **Set-Up Federated Health** tile to create a new charity payroll deduction (Read the Notice of Collection and other posted information before proceeding). Note: You can view your Federated Health deductions by selecting the **View Federated Health** tile.

**Step 3:** Select the **Add Deduction** button to add a new donation.

**Step 4:** Select a specific Federated Health Charity by selecting the **magnifying glass**. Note: If you wish to donate to all charities supported by Federated Health, select “**Federated Health Charities All**” at the end of the drop-down list.

**Step 5:** Enter the **Amount** to be deducted per paycheque.

**Step 6:** Enter the **Number of Pays** (between 1 and 26) for which the deduction will apply. Note: To enrol in Automatic Pledge Renewal, leave this field blank.

**Step 7:** Press the **Enter** key to view the prepopulated amount in the **Goal Amount** field.

**Step 8:** Select the **Submit** button to save your donation. Note: Review the completed page for accuracy. Data entered into this page can be edited prior to selecting the **Submit**. If the information has already been submitted, you must contact the OPS Service Centre for any changes to your online donation.

**Step 9:** Select the **OK** button. A message will display confirming that your donation has been successfully saved. You will return to the **Set-Up Federated Health** page. Note: You will also receive a confirmation email upon submission of your donation. If your email address in WIN is not up to date, you may not receive this notification.

**Step 10:** To add another donation, repeat steps 3-9. Otherwise, select the **Home** icon to return to your Homepage.