

BENEFITS:

Electing United Way Donation



Electing United Way Donation

This job aid provides information to assist employees with electing United Way donations.

To elect United Way donations:

From your home page:

1. Click the **Benefits Application**.



2. Under the Change column, select Benefits.



3. On the Change Benefits screen:
 - a. Select **Add or Change Additional Benefits Plan**.
 - b. Update the **Benefit Event Date** to the date you wish the payroll deduction to start

Change Benefits
Mozar Luzycu Actions

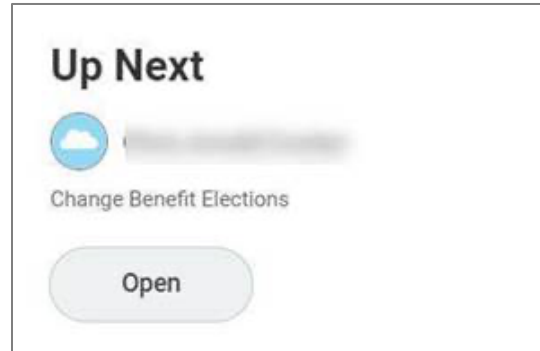
Benefit Event Type * Add or Change Additional Benefits Plan
 Add or Change Beneficiary
 Add or Change Retirement Savings Plan
 Add or Change Voluntary Insurance
 Add or Remove Dependent

Benefit Event Date *

Submit Elections By (empty)

Enrollment Offering Types (empty)

4. Click **Submit**. You will be prompted to complete the Change Benefit Elections task. Click **Open**.



5. Use the radio buttons to **Elect** (accept) the **United Way Donation**. **Elect** or **Waive** any other benefit plans that display. Only plans that you are eligible for will display.

Additional Benefits Elections 3 items	
Benefit Plan	*Elect / Waive
Parking Taxable Benefits - Langara	<input checked="" type="radio"/> Elect <input type="radio"/> Waive
College Foundation Donation - Langara	<input checked="" type="radio"/> Elect <input type="radio"/> Waive

6. Specify the amount you would like to donate on a monthly basis for the United Way Donation, in the **Amount (Monthly)** column.

Amount (Monthly)	Percent	Employee Cost (Monthly)
0.00	0	
100.00	0	
0.00	0	

7. Click **Continue**.
8. Review your Elected coverages in the table and

Electing United Way Donation

check the **I Agree** box in the **Electronic Signature** section.

I Agree <input checked="" type="checkbox"/>

9. Click **Submit**.
10. You will see your Total Employee Cost/ Credit in red font under the Submit Elections Confirmation header. Illustrative example:

Total Employee Cost/Credit \$100.00 Monthly Cost
--

11. Optional – click the **Print** button to print a summary copy for your records. Click **Done**