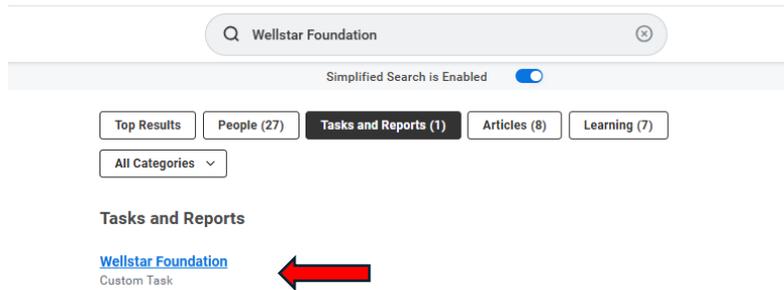


TEAM MEMBER GIVING DONATION TRACKING INSTRUCTIONS IN WORKDAY

1. Open **Workday Now Live** found on the eSource main page (left hand side of page)
2. Select **Login via SSO**. This should open the Workday main page
3. In the Search bar type **Wellstar Foundation**. Click on **Tasks and Reports**. Choose the option that says Custom Task



4. When you click on this tab, **Donate To The Wellstar Foundation** should appear. Here you will find information on Team Member Giving as well as links to the Team Member Emergency Assistance Fund and Education Scholarships. To sign up to become a Team Member Giver or to access your current giving, click on My Donations.



Current Team Member Givers

1. You will see current information on your donation amount and gift designation. The first time you see this page your **Gift Designation** will say **TMG Donation** (your actual designation is stored in the Foundation's database). To change/view your gift designation you will need to **Stop** your current donation and **Add** a new donation. Donors with multiple designations will be "grandfathered in", and you will need to contact the Foundation for more information.

The screenshot shows the 'My Team Member Giving Donations' page. It has a purple header. Below the header, there is a table with 2 items. The table has columns for Gift Designation, Amount, Type, Start Date, Next Deduction, and End Date. There are two rows: 'Greatest Need' and 'TMG Donation'. The 'TMG Donation' row has a 'Stop' button in the rightmost column. Below the table, there are three buttons: 'Add Donation', 'View Total Donations by Year', and 'Return to the Home Page'. A red arrow points to the 'Add Donation' button, and another red arrow points to the 'Stop' button.

Gift Designation	Amount	Type	Start Date	Next Deduction	End Date	
Greatest Need	\$25.00	Recurring	03/20/2025	04/12/2025		Stop
TMG Donation	\$25.00	Recurring	02/11/2007		03/15/2025	

2. You will see the **End Date** of your original donation listed.
3. Click on **Add Donation** including the amount and gift designation (limit one) that you want deducted from your pay check going forward.

New Team Member Givers

1. Click on the **Add Donation** button
2. Choose what you want to support from the drop-down list. You may only choose one fund at a time.
3. Choose **Donation Frequency** (recurring gift (every pay period) on one-time gift. You may only do one recurring gift at a time, however, you may make multiple one-time gifts
4. Choose your **Donation Amount**. There is a minimum of \$5.00 per pay period. One-time gifts can be for any amount.

Create and Maintain my Donations

Welcome Amy Thomas,

Please complete the form below to make a new gift or update an existing donation.

One-time Donation are deducted on your next pay period that occurs on or after the donation date.

Recurring Donation are deducted every pay period on or after the donation date until they are stopped.

Donation Date
04/08/2025

I want my donation to support (choose one) *

Donation Frequency *

One-time 

Only one recurring donation allowed at a time.

Donation Amount *



If you have a current recurring gift, any changes made above will override your existing gift.
One-time gifts can be made in addition to a recurring donation.
Please allow 1-2 pay periods for all changes to go into effect.

For a detailed giving history please contact the Foundation at teammembergiving@wellstar.org

5. Click on **OK**. You will see your new donation displayed with the **Start Date** and **Next Deduction** date.

You will also be able to see your **Total Donations by Year** or **Return to the Home Page** when you are finished.

For any questions or help with your donation, please email the Foundation at teammembergiving@wellstar.org

Thank you for your support of Team Member Giving!