Where to find the United Way Pledge online link

To give to United Way online, you should sign-in to FlashLine.

In in left column select “University Resources”. Select “Giving Back”. Select the “United Way Pledge” tile.

If you are an employee:

- who has a current United Way deduction, go to page 2.
- who has never had a deduction to United Way through Kent State, go to page 4.
- who has had a deduction in the past but does not currently have one, go to page 5.
II. Employees with a current United Way deduction:

If you currently have a United Way deduction and would like to continue that deduction in 2016, select **Roll Over United Way Deductions** to roll your current deduction forward to the next year. If you would like to change your deduction, select **Change United Way Deduction**. Go to page 6 for further instructions.

---

**Kent State University Self Service**

United Way Giving Summary

Support our **passion** and give to the organizations of your choice to **make a difference** in the lives of students, co-workers, neighbors and friends in the community where we work and live.

Click Here for How to Give

---

United Way Portage County

<table>
<thead>
<tr>
<th>Benefit or Deduction as of date:</th>
<th>Sep 26, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date:</td>
<td>Jul 01, 2016</td>
</tr>
<tr>
<td>End Date:</td>
<td>Dec 31, 2016</td>
</tr>
<tr>
<td>Deduction Amount:</td>
<td>375.00</td>
</tr>
<tr>
<td>Deduction Limit:</td>
<td>9,000.00</td>
</tr>
</tbody>
</table>

Options:
- **Option 1:** Roll Over United Way Deductions
- **Option 2:** Change United Way Deduction
- **Option 3:** Add a New United Way Deduction

---

**Fight to Live**
II. Employees with a current United Way deduction...continued.

The following screen will display. Select Yes – Roll Contribution to complete the election process.

You are finished! You will see a message telling you that you have successfully rolled over your contribution. To view the message, go page 9.
III. Employees who have never had a deduction to United Way through Kent State

If you have never had a deduction to United Way through Kent State, select **Add a New United Way Deduction** at the bottom of the screen.

Select the United Way County of your choice by clicking on the Radio Button and then clicking **Select Benefit**.

Continue to page 6 for the next steps.
IV. Employee who have had a deduction in the past but do not currently have one

If you have had a deduction in the past, but currently you do not, you will need to click on the Add a New United Way Deduction button. You are not able to update a prior United Way deduction which is not currently active.

A list of counties will be displayed, including the county you gave to previously. Select the United Way County of your choice by clicking on the Radio Button and then clicking Select Benefit.

Continue on to page 6 for the next steps.
V. Selecting a Contribution

Once you have chosen to either continue your current deduction or elect a new deduction, the following screen will display.

- You may elect to be excluded from recognition lists by marking the indicator below.
- You may choose to:
  - Enter a Deduction Limit per Year and click Calculate Per Pay Amount or
  - Click One Time Donation.

Kent State University Self Service

United Way Deduction

Support our passion and give to the organizations of your choice to make a difference in the lives of students, co-workers, neighbors and friends in the community where we work and live.

Click Here for How to Give

- * indicates a required field.

United Way Geauga County
Deduction Effective as of: Jan 01, 2017
Deduction Amount :
Deduction Limit *

☐ Please EXCLUDE my name from recognition. Donation amounts are NEVER published.

Select a button below to enter a designation or to select agencies that support our students.

Calculate Per Pay Amount  One Time Deduction  Back

Miscellaneous
V.1 Deduction Per Limit

If you choose to enter a Deduction Limit and click Calculate Per Pay Amount, the following screen will display (you are not able to change the deduction per pay amount):

You may indicate the agency the you would like to direct your gift to in the Direct Deduction box. You may select multiple agencies by separating the designations and dollar amounts with commas. For example: Boy Scouts $50, Girl Scouts $50. Make sure that the amounts add up to your deduction limit.

If the field is left blank, your gift will be directed to the general fund of the United Way you selected.
V.2 One Time Pay Contribution

If you choose to enter a **One Time Deduction**, the following screen will display:

![Kent State University Self Service](#)

**One Time Deduction**

Support our **passion** and give to the organizations of your choice to **make a difference** in the lives of students, co-workers, neighbors and friends in the community where we work and live.

**United Way**

Advancing the common good in the areas of education, income and health

![Fight to Live](#)

- Click Here for **How to Give**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>United Way Group or County</td>
<td></td>
</tr>
<tr>
<td>Deduction Effective as of</td>
<td>Jan 01, 2017</td>
</tr>
<tr>
<td>Deduction Amount</td>
<td>$200.00</td>
</tr>
<tr>
<td>Deduction Limit</td>
<td></td>
</tr>
</tbody>
</table>

- Directly enter the agency or agencies you would like to direct your gift. Separate designations and amounts with a comma.

  Click the **Agency Directory** to access the list of agencies that your local United Way supports. If you leave the Directed Deduction field blank your gift will be directed to the general fund of your local United Way.

You may indicate the agency that you would like to direct your gift to in the **Direct Deduction** box. You may select multiple agencies, by separating the designations and dollar amounts with commas. **For example**: *Boy Scouts, $25, Girl Scouts $25.* Make sure that the amounts add up to your deduction limit. If the field is left blank, you gift will be directed to the general fund of the United Way you selected.

**NOTE:** The valued entered in both the **Deduction Amount** and **Deduction Limit** boxes must match **exactly**. These are both required fields.
VI. Completing the contribution

You will complete the transaction by clicking the **Submit Changes** button. A confirmation screen will display once the **Submit Changes** button is selected.

*Kent State University Self Service*

United Way Deductions Update Confirmation

The updates you requested were successfully processed.

RELEASE: 8.12

You will also receive the following confirmation email.

*Please accept our heartfelt thanks for your participation in Kent State University's United Way Campaign. Your generosity will make a great impact on the lives of community members relying on United Way services.*

*Again, thank you for your gift of $185.00 and all you do to make our university and community a better place.*

*To learn more about the United Way that you're considering contributing to, [click here](#)*

*Sincerely,*

*Justin Hilton and Barb Boltz*

*Co-Chairs of the KSU United Way Campaign*
VII. Viewing your deduction history

Once you have made your election, you can view your deduction history by selecting the History link near the bottom of the United Way Giving Summary page. You can also review your elections on this page.