UMake WMed Instructions

1. When you first log on to employee self-service (ESS) you will click on “My Account”

2. Once you click on “My Account” you will see an option that says “My Actions” click on that and a box will pop out.

3. You will then click on “UMake WMed”

4. This will pull up the form that you can submit to Payroll for approval.

5. You will first have to put the effective date in the space provided under “HR ACTION INFO”

6. The form is very similar to the original pamphlet that we still have:
   a. The first part gives you Al Shifflett’s information if you need to contact him.
   b. The next section you need to indicate whether or not you want to set up a “NEW” donation, make a “CHANGE” to an existing donation or “CANCEL/STOP” an existing donation.
c. The third section you have to select the button to indicate whether or not this should be a one-time donation or should occur every pay period.
d. The fourth section will allow you to select the fund you would like to donate to by selecting it in the drop down and adding the amount you want withdrawn in the adjacent box.
e. The final box you must sign and date the form.

7. The last thing you will have to do once your form is completed is click submit in the top right hand corner of the screen to send it out for payroll approval.