



## How to give to your local United Way through MN State Employees' Combined Charities

### Option 1: Payroll Deduction

1. Go to the [MN State Employees Self-Service Website](#) and log in your State User ID and Password
2. Click on "Other Payroll"
3. Click on "Charitable Deductions"
4. Click on "Charitable Deductions" again
5. Click on "Add Deduction"
6. Click the magnifying glass in the "Type of Deduction" field and select a local United Way. Many area United Ways participate in Combined Charities, including Greater Mankato (look for United Way of Gtr Mankato in the list), Northfield and Steele County.

*Note: The Faribault United Way is not participating in Combined Charities, so if you wish to give to them, you will have to donate directly through their office and not through Combined Charities.*

7. Enter the amount you'd like deducted each pay period
8. Accept the default deduction start and stop dates
9. Click on "Save" and your deduction will be confirmed
10. Click on "OK"

### Option 2: One-Time Donation by Check

1. Download the "2016 Combined Charities One-Time Gift Form" under "Employee Resources" in the SCC Employee Portal ([www.southcentral.edu/employees](http://www.southcentral.edu/employees))
2. Return your completed form with your check to Carol Freed by October 31