

# Kansas State University United Way Campaign

Employees have several options to donate to the United Way campaign.

**Option 1:**

- **For payroll deduction and credit card giving, use Self Service/HRIS**  
<https://hris.k-state.edu> View your giving history here. See instructions below.

**Option 2:**

- **Cash or Check** (enclosed) in the amount of \$ \_\_\_\_\_
  - Make checks payable to: **Konza United Way**
  - On the memo line of the check write: **K-State Employee**
  - Indicate below your United Way designated agency

**Option 3:**

- **Bill Me\*** \$ \_\_\_\_\_
  - One Time \_\_\_\_\_ Semi-Annually \_\_\_\_\_
  - Quarterly \_\_\_\_\_ Other \_\_\_\_\_
  - Start billing me in \_\_\_\_\_ (month) at the following address:

Name \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Your signature is required to authorize a billing invoice.**

**Become a member of the Pillars Club:**

- Annual gift of \$1,000 or more qualifies you as a Leadership Giver  
 K-State Employee Name \_\_\_\_\_
- Combine my gift with spouse's gift:  
 Spouse's Name \_\_\_\_\_  
 Spouse's Employer \_\_\_\_\_

**Mail this form along your cash or check (donation), or if you have elected to be billed to:**

**Konza United Way  
 555 Poyntz, Suite 245  
 P.O. Box 922  
 Manhattan, KS 66502**

**For Options 2 and 3, designate the United Way office(s) from the list below.**

UTD061 Konza	\$	%	UTD042 Hutchison/Reno Co	\$	%
UTD049 Junction City/Geary Co.	\$	%	UTD051 K.C./Wyandotte Co	\$	%
UTD085 Salina Area	\$	%	UTD054 Lawrence	\$	%
UTD068 Greater Kansas City	\$	%	UTD055 Leavenworth Co	\$	%
UTD001 Abilene	\$	%	UTD099 McPherson Co	\$	%
UTD030 Barton County	\$	%	UTD070 Paola	\$	%
UTD017 Dodge City	\$	%	UTD075 Parsons	\$	%
UTD019 El Dorado	\$	%	UTD035 Seward County	\$	%
UTD021 Emporia/Lyon Co.	\$	%	UTD077 SW MO & SE KS	\$	%
UTD025 Finney Co.	\$	%	UTD095 Topeka	\$	%
UTD036 Harvey Co.	\$	%	UTD097 Wichita-Sedgewick	\$	%
UTD038 Hays/Ellis Co.	\$	%	UTD098 Cowley County	\$	%

## Instructions for Self Service/HRIS for Contributions to K-State United Way Campaign through Payroll Deductions

Access secure website for Self Service/HRIS:

<https://hris.k-state.edu>

Log in with eID and password

Follow the path:

**Self Service > Payroll and Compensation > K-State United Way**

View your pledge history, select method of payment (payroll deductions or credit card)

- If you select payroll deductions, enter the amount or percentage and designate the United Way office(s).
- If you select credit card, you will be redirected to the United Way website to complete your donation.

Review your pledge, edit as needed and submit. Re-enter your password when prompted and select continue. A confirmation email will be sent to you.