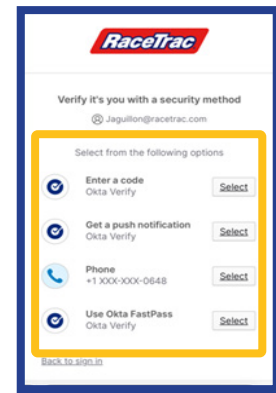
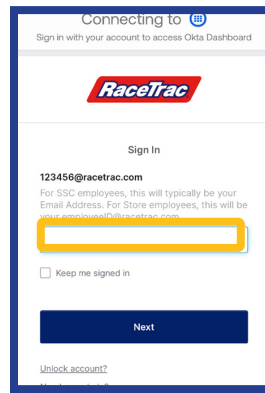
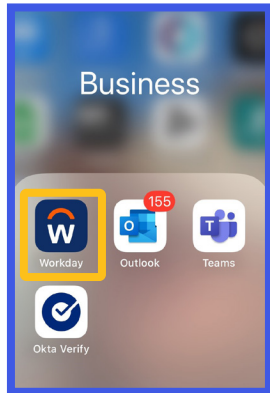


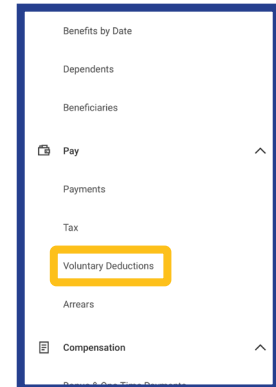
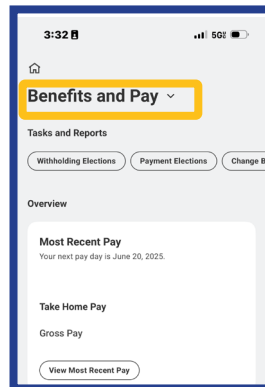
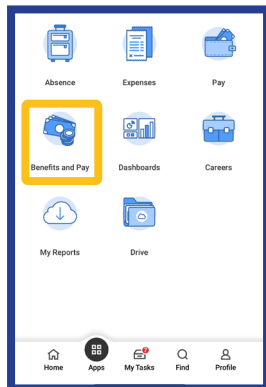
How to Set Up Contributions for CareTrac Fund (Mobile)

This guide provides a straightforward, step-by-step process for adding voluntary deductions in Workday, specifically for CareTrac. It simplifies the setup for both ongoing and one-time deductions. By following this guide, users can easily manage their contributions through their payroll deductions.

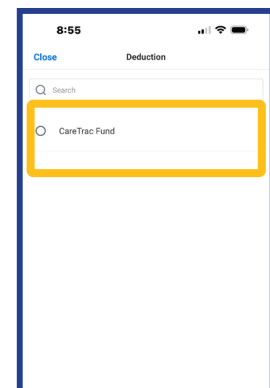
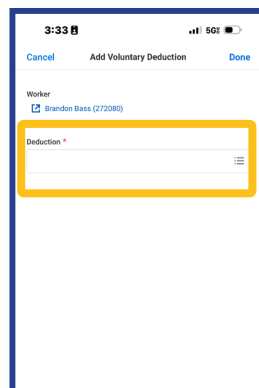
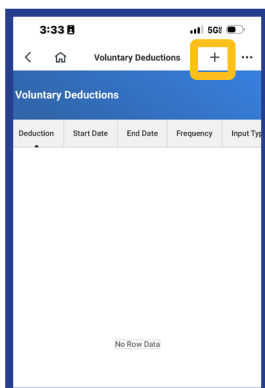
1. Open the Workday app on your mobile device.
2. Enter your RaceTrac credentials.
3. Select the security method to verify your device.



4. Once logged in, select the **Apps** tab at the bottom of your screen. Next, select **Benefits and Pay**.
5. Select the **Benefits and Pay** button at the top of the screen.
6. Scroll down and select **Voluntary Deductions**.



7. At the top of the screen, select **Add (+)**.
8. Select the **Frequency**.
9. Select **CareTrac Fund**.

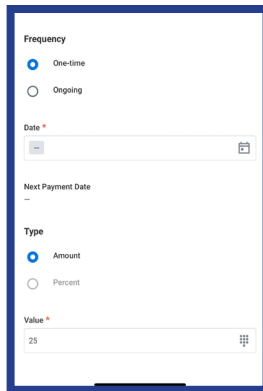


How to Set Up Contributions for CareTrac Fund (Mobile)

10. Once CareTrac is populated, under the **Frequency**, select one of the following:

One-Time Deductions

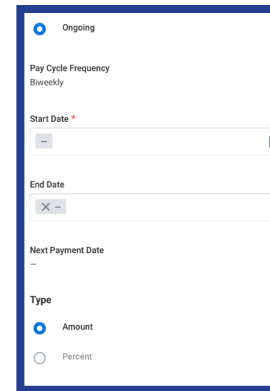
- Select **One-time**.
- Enter the future date (if applicable)
- The Next Payment screen will display.
- Enter the amount in the Value field.



NOTE: The **Next Payment Date** shows you when the deduction will be taken out of your paycheck.

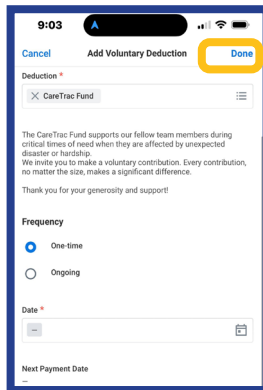
Ongoing Deductions

- Select **Ongoing**.
- Enter the future date OR leave blank to have ongoing deductions
- The Next Payment screen will display.
- Enter the amount in the Value field.

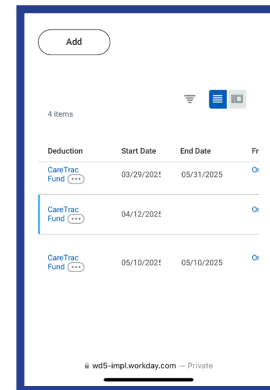


NOTE: You do not need to enter decimals. For example, entering 5 equals \$5.00. If you enter 500, this equals \$500.

11. To complete, select **Done** on at the top of the screen.



12. The final screen displays with the voluntary deduction summary.



Deduction	Start Date	End Date	Fr
CareTrac Fund	03/29/2021	05/31/2025	Or
CareTrac Fund	04/12/2021		Or
CareTrac Fund	05/10/2021	05/10/2025	Or

NOTE: You can **Edit** or **Delete** your voluntary deductions as long as payroll has not yet been processed for that deduction.