



The Epiq Charitable Foundation

Donate via Payroll Deduction





Step One:

Log in to your Workday Portal.

The screenshot shows the Workday login page. It has a blue background with the Workday logo at the top. Below the logo is a white box containing the login fields. The "Username" field has the placeholder text "your.username". The "Password" field is masked with dots. Below these fields is an orange "Sign In" button. At the bottom of the white box are links for "Forgot Password?" and "Change Password". At the very bottom of the page is the copyright notice "© 2020 Workday, Inc."/>

workday.

Username

your.username

Password

Sign In

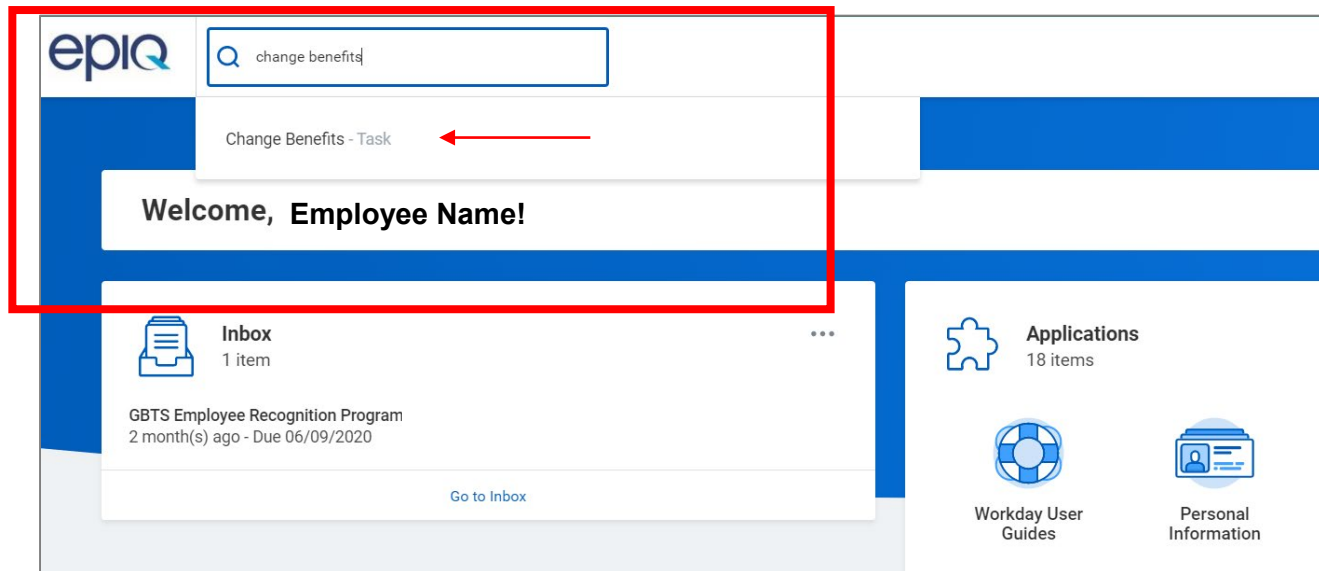
[Forgot Password?](#)

[Change Password](#)

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Step Two:

Go to the search bar and type **Change Benefits** and select this item.





Step Three:

Choose **Benefit Event Type** and select **Epiq Charitable Foundation Fund Contribution Changes**. Select today's date under benefit event date. Click Submit.

Change Benefits

Megan Blaisdell Willis [Actions](#)

Benefit Event Type * select one

Benefit Event Date *

Submit Elections By

Enrollment Offering Types

Attachments

Epiq Charitable Foundation Fund Contribution Changes

enter your comment

[Submit](#) [Save for Later](#) [Cancel](#)

Step Four:

Return to your Workday homepage by clicking the Epiq logo. Check your Workday inbox. You should have a task prompting you to now move to the next step.

Inbox

2 items

Benefit Change - Epiq Charitable Foundation Fund Contribution Changes

16 hour(s) ago - Effective 08/27/2020

GBTS Employee Recognition Program

2 month(s) ago - Due 06/09/2020

[Go to Inbox](#)



Step Five:

Choose **Benefit Event Type** and select **Epiq Charitable Foundation Fund Contribution Changes**. Select today's date under benefit event date. Click Submit.

Change Benefits
Megan Blaisdell Willis [Actions](#)

Benefit Event Type * select one

Benefit Event Date *

Submit Elections By

Enrollment Offering Types

Attachments

Epiq Charitable Foundation Fund Contribution Changes

Health Savings Account Election Change

Marriage/Domestic Partnership

Voya Election Change

enter your comment

[Submit](#) [Save for Later](#) [Cancel](#)

Step Six:

Return to your Workday homepage by clicking the Epiq logo. Check your Workday inbox. You should have a task prompting you to now move to the next step.

Inbox
2 items

Benefit Change - Epiq Charitable Foundation Fund Contribution Changes
16 hour(s) ago - Effective 08/27/2020

GBTS Employee Recognition Program:Megan Blaisdell Willis
2 month(s) ago - Due 06/09/2020

[Go to Inbox](#)

You will then be taken to a page that looks like this.

Change Benefit Elections
Epiq Charitable Foundation Fund Contribution Changes for Megan Blaisdell Willis - Step 1 of 2 [Actions](#)

Event Date 08/27/2020

Initiated On 08/27/2020

Submit Elections By 08/31/2020

16 hour(s) ago - Effective 08/27/2020

Total Cost	Total Credits	Total Employee Net Cost/Credit
\$0.00 Bi-weekly Cost	\$0.00 Bi-weekly Credit	\$0.00 Bi-weekly Cost

Epiq Charitable Foundation, Inc. Guidelines

The Epiq Charitable Foundation, Inc. (the "Foundation") has been established to provide emergency financial assistance to Epiq employees, and/or members of their immediate family, who encounter financial hardship due to catastrophic circumstances. The Foundation is primarily funded by employee contributions and Epiq as well as our vendors and customers. Donating to the Foundation to help your fellow employees is easy and can be done by payroll deduction.

The Board of Directors of the Foundation has established a funding committee, comprised of Epiq associates ("Committee"). The Committee maintains all powers, control and direction of the fund assets. All information provided to the Committee shall be maintained in a confidential manner. By submitting the application below, you are expressly agreeing that the Foundation shall be authorized to use your personal identifiable information (which may include sensitive information) for the sole purpose of making a determination for a potential grant award.

Overview
Provides support to current associates and/or their immediate family members
Eligible emergencies, include but are not limited to:

- COVID-19 pandemic
- natural disasters - flood, hurricane, tornado, fire
- natural disasters - as declared by the US President (or appropriate national leader)
- medical hardships - depletion of insurance, expenses that don't qualify for insurance coverage, etc.
- family crisis - personal or financial hardship brought on by unusual circumstances beyond the family's control

Complete the below form to set-up an after-tax payroll deduction.

[Continue](#) [Save for Later](#) [Cancel](#)




Step Seven:

Choose **Elect** and add the amount you would like to contribute in the **Amount (Bi-weekly)** field. Click **Continue**.

Complete the below form to set-up an after-tax payroll deduction.

Additional Benefits Elections 1 item

Benefit Plan	*Elect / Waive	Coverage	Amount (Bi-weekly)	Percent	Employee Cost (Bi-weekly)	Employer Contribution (Bi-weekly)	Benefit Credit (Bi-weekly)
Epiq Charitable Foundation Fund - Epiq US Contribution Plan	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		<input type="text" value="20.00"/>	0	\$20.00		
					20.00	0	0





Step Eight:

Review all details and agree to your electronic signature. Click submit. ***Congratulations you have now set up bi-weekly donations to the Charitable Foundation!***

Change Benefit Elections

Benefit Elections Review for Epiq Charitable Foundation Fund Contribution Changes - Step 2 of 2 [Actions](#)

> Details

Total Cost
\$20.00 Bi-weekly Cost

Total Credits
\$0.00 Bi-weekly Credit

Total Employee Net Cost/Credit
\$20.00 Bi-weekly Cost

On this page, please review all elected information including Benefit Plan elections, covered Dependents, and designated Beneficiaries.

After clicking submit, a confirmation page will be prompted and it is advised to Save and/or Print for future reference.

Elected Coverages 1 item

Benefit Plan	Coverage Begin Date
Epiq Charitable Foundation Fund - Epiq US Contribution Plan	08/30/2020

Electronic Signature


Legal Notice: Please Read

Your name and Password are considered your Electronic Signature and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I Agree" checkbox, you are certifying that:

- You understand and approve the enrollment as indicated above. You hereby authorize the company to deduct from your earnings the amount of your premiums or other contributions (if any) for the benefit options elected above.
- You understand and acknowledge that under the Internal Revenue Code regulations rules, you may not change your benefit elections during the plan year unless you experience a qualified life event.
- You understand that you will not pay income tax or FICA tax on your medical, dental, vision, Flexible Spending Account(s), and Health Savings Account contributions. These benefits are paid on a pre-tax basis. However, domestic partner coverage is paid on a post-tax basis.
- Each year, during the annual enrollment period, you will have the option to change certain coverages whether or not you have had a life event during the plan year.
- All qualified life events will require you to verify eligibility by providing appropriate documentation in order to make changes to certain benefit elections.

Description of benefits are not a guarantee of future employment. If there is any conflict between the electronic summary of benefits and the official plan documents, the official plan documents will govern.

I Agree ☒



Attachments

Electronic Signature

Submit

Save for Later

Go Back

Cancel

Your name and Password are considered your Electronic Signature and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I Agree" checkbox, you are certifying that:

