

Payroll Deduction Adjustment Guidelines

Coworkers who wish to start, stop, or modify their payroll deduction in support of Union Health Foundation may do so at any time by following the steps below.

How to Adjust Your Payroll Deduction

Email Payroll

1. Send an email to payroll@union.health indicating the requested change.
2. Please include:
 - Your full name
 - Coworker ID number
 - The adjustment you are requesting (increase, decrease, or stop deduction)
 - The new deduction amount

Notify the Foundation

1. To help us accurately track and acknowledge your support, please copy or forward the same email to foundation@union.health.

Important Notes

- Payroll deductions are processed through Payroll; Union Health Foundation does not make changes directly.
- Requests will be applied according to payroll processing timelines.

If you have questions about giving opportunities or the impact of your support, please contact foundation@union.health.