

# DO MORE with Payroll Deduction through PeopleSoft



Payroll Deduction makes giving easy. Just set it up and know you are making an impact every month! Whether you're new to philanthropy or setting up a recurring gift—this is a convenient way to support an area you care about. Follow the instructions below or contact [annualgiving@emory.edu](mailto:annualgiving@emory.edu) for more information.

## 1 LOG INTO YOUR PEOPLESOFT ACCOUNT

- A Visit [hrprod.emory.edu](http://hrprod.emory.edu) to login using your Emory network ID and password.
- B In **Self Service**, scroll down to select the **Employee Giving** tile.

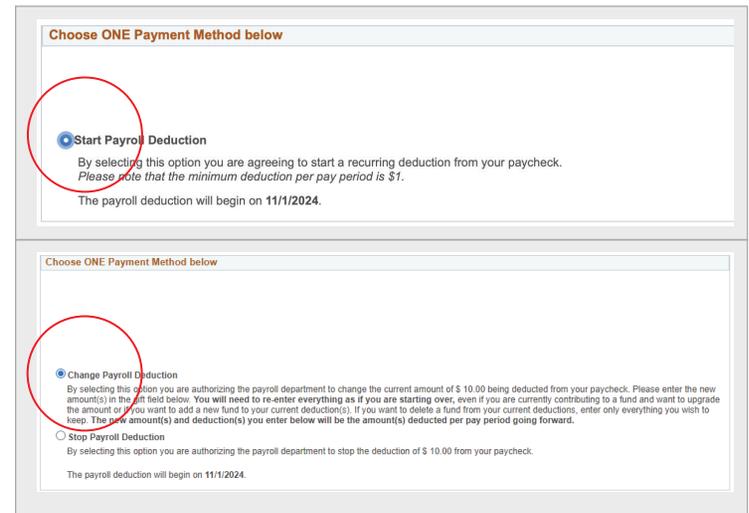


- C If you **are not** currently a donor, you will only have one option: **Start Payroll Deduction.**

— OR —

If you **are already** a donor, you will have two options: **Change Payroll Deduction** or **Stop Payroll Deduction.**

The page will note the date when your payroll deduction is set to begin and the amount you're already contributing.



## 2 TO SELECT THE PROGRAM OR FUND TO RECEIVE YOUR DONATIONS

- A Scroll to the **Area(s) to receive gift(s)** section to choose the program or fund you'd like to support.  
  
In the **Direction** drop-down, select the school or unit of the program or fund you want to support.
- B In the **Fund Allocation** drop-down, select the fund or program you want to support.

- C If the program or fund you want to support is not listed in the **Fund Allocation** drop-down menu, select the **Other Designation** option from the drop-down. An **Other** field will appear for you to write the name of the fund.
- D In the **Recurring Gift Amount** field, enter the amount you wish to give every month, which will automatically be deducted from your paycheck.
- E If you want to support more than one program or fund, click the **Add** button and follow the same process above.

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## 3 TO CHANGE THE PROGRAM OR FUND

A Click **Delete** to remove your current selection(s) and then repeat steps 2A–2B on the front of this document to choose a new designation.

The screenshot shows a form titled "Area(s) to receive gift(s)". It includes a "Direction" dropdown menu set to "Other Designation (Specify in 'Other')", an "Other" text field, a "Fund Allocation" dropdown menu, and a "Recurring Gift Amount" field with the value "5.00". A yellow "Delete" button is circled in red. There are also "Add" and "Find" buttons, and pagination controls showing "1 of 1".

## 4 SELECT SAVE AND *Give with Heart*

A Once you've filled in everything, click **Save** at the bottom of the page. This will authorize Emory to make the changes to your paycheck that reflect your giving preferences.

**NOTE:** You can change your allocations at any time. However, any payroll deduction adjustments made after 5:00 p.m. on the day before payroll is processed will be applied to the following cycle.

The screenshot shows a yellow "Save" button circled in red. To its right, the text reads: "By clicking Save I authorize Emory to make all necessary changes to my paycheck to reflect the choice I made above."

## TO ADD ADDITIONAL INFORMATION (IF DESIRED)

You also have the option to complete a few additional fields:

- Indicate your additional affiliation with Emory: graduate, parent, or other. If you are a graduate, write your **Class Year**.
- If you would like a **spouse or partner** to receive joint credit, write their name.
- Indicate whether your spouse/partner works for a company that matches gifts. If you are unsure, click the **Company Match** hyperlink and search by company name.

The screenshot shows a section titled "Additional affiliation with Emory (check all that apply):" with radio buttons for "Alumnus/a", "Parent", and "Other Affiliation". Below this is a note: "\*\* Spouses/Partners are automatically given gift credit for contributions made to Emory University." There is a "Name of spouse/partner" text field. Two checkboxes are present: "I prefer NOT to share joint credit with my spouse/partner." and "My spouse/partner works for a company that matches gifts." A "Company Match" link is visible. At the bottom, there is a note: "To find out if your spouse or partner works for a company that provides matching gifts, please click on the 'Company Match' link and search for the company name in our online database."

QUESTIONS?  
Contact [annualgiving@emory.edu](mailto:annualgiving@emory.edu)

