

# Making a Gift through Employee Payroll Deduction

## Ways to Give

You can choose from the following ways to give:

### Pledge

When you select "Pledge" you are committing to make multiple payroll payments towards a total pledge amount until the pledge is fulfilled and your pledge balance reaches zero.

Enter the amount you wish to pledge in the Total Pledge Amount field. In the *Enter Amount to Be Deducted Per Pay Period* field, enter the number you want deducted from each pay period until the total pledge is fulfilled.

### Continuous Contribution

When you choose "Continuous Contribution", you are agreeing to a ongoing payroll deduction for the same amount with no end date.

Enter the amount you want deducted per pay period in the *Enter Amount to Be Deducted Per Pay Period* field. Reminder, your deduction will be ongoing until you notify the Office of Institutional Advancement that you would like to end your contribution.

### One Time Gift

Your gift amount will be deducted from one pay period.

## Examples of Payroll Deductions

President's Club Level | \$2,500/year=\$96.16/pay period

\$1,000/year = \$38.47/pay period

\$500/year = \$19.23/pay period

\$250/year = \$9.62/pay period

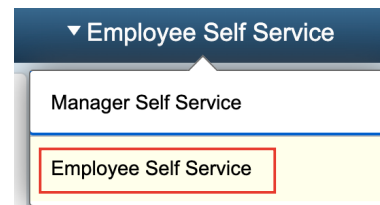
\$130/year = \$5/pay period

\*Total gift amount must meet a minimum of \$5 for processing. If an employee makes a pledge, the total amount of the pledge must be at least \$5, but individual per pay payments can be below that amount.

## How to Give via Payroll Deduction

Employees can make payroll deduction gifts via PeopleSoft by following these steps:

1. Log in to PeopleSoft by [MyHR.Jefferson.edu](https://myhr.jefferson.edu) and select **Employee Self-Service**.



2. Select **Employee Giving**.



3. Select **Enroll in Giving**.

4. **Enter the amount to be deducted per pay period**, based on the total gift you'd like to pledge (26 pay periods per year) and select **Submit**.

5. By clicking **Submit**, you now have the opportunity to select your gift designation. You can search for funds for a particular program or campus by typing in the space provided.

*If you are selecting multiple funds, make sure you select **Add** in the bottom right corner to split your gift.*

6. Once you've selected the fund(s) you wish to designate your gift to, select **"Return"** in the bottom left corner.
7. You will be brought back to the main page where you entered your deduction amount. To confirm your payroll deduction gift, select **"Submit"** in the bottom left corner.



Thank you for supporting Jefferson! If you have any questions or require further assistance, please contact us at [annualgiving@jefferson.edu](mailto:annualgiving@jefferson.edu) or 215-834-1084.