

How to Make a Gift by Payroll Deduction

1. Log in to Workday at workday.jefferson.edu and click the Menu icon.
2. Click the Pay app, and then click Voluntary Deductions.
3. Click Add to make a new gift.
4. Click in the Deduction field and select Employee Giving.
5. Click in the Purpose field to select your gift's designation. You can search for funds by their name or campus.
6. Select your gift's Frequency.
 - a. **One-time:** Your gift amount will be deducted from your payroll once on the **Next Payment Date** listed.
 - b. **Ongoing:** Your gift amount will be deducted from your payroll biweekly, beginning on the **Next Payment Date** listed.
 - If you enter an **End Date**: Your payroll deduction will end by the date you select.
 - If you do **not** enter an **End Date**: Your payroll deduction will continue with each biweekly payroll until you decide to change it. (You may change or end this gift at any time.)
7. Enter the **Value** you wish to donate*. The minimum payroll gift amount is \$5.

**For Ongoing Gifts: The value you enter will be deducted from each biweekly payroll. To calculate your annual pledge amount, please refer to the notes at the top of the Voluntary Deduction window.*
8. Click **OK** to confirm your gift. In the next confirmation window, click **Done**. You're all set!

For a detailed step-by-step guide with helpful screenshots on how to make, change, or delete a payroll gift, [please refer to these instructions](#).

Questions? Please contact Sarah Wright, Director of Employee Giving at sarah.wright@jefferson.edu.

Thank you for your generosity and commitment to Jefferson!

