



ANNUAL GIVING EMPLOYEE PAYROLL DEDUCTION POLICY

The following policy has been developed to better coordinate and manage the employee payroll deduction process across the enterprise. This document is intended to provide clarity on the resources and procedure necessary to properly process gifts from employees made via payroll deduction at Thomas Jefferson University and Jefferson Health.

This document should serve as a guide for the following topics regarding payroll deduction:

- A. Ways to Give through Payroll Deduction
- B. PeopleSoft
- C. Payroll Deduction Process

A. Ways to Give through Payroll Deduction

Pledge

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

Enter the amount you want deducted per pay period in the **Enter Amount to Be Deducted Per Pay Period** field (deduction will be ongoing until notice to end is provided).

One Time Gift

Enter amount of your gift in both fields below. That 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

****Gifts must meet a minimum of \$5 for processing.***

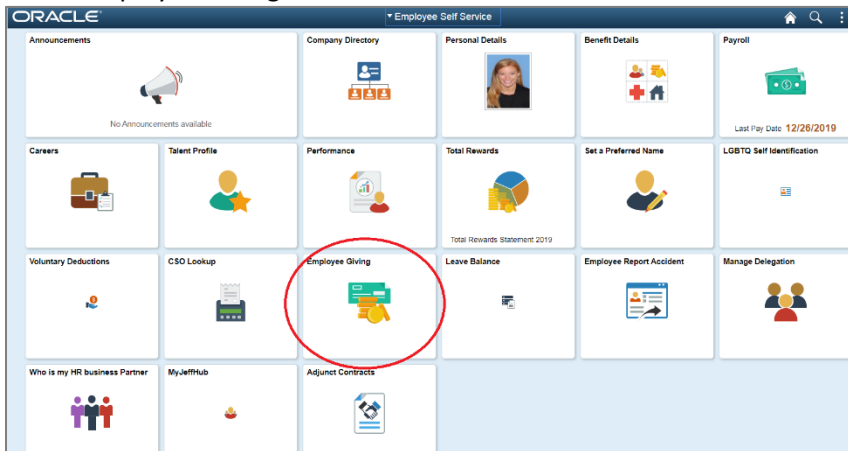
B. PeopleSoft

Employees must make their payroll deduction gifts via PeopleSoft. Paper forms are no longer acceptable due to processing errors with payroll departments. In order to make a gift via PeopleSoft, you must:

1. Log in to PeopleSoft [here](#).

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2. Select Employee Giving.



3. Select "Enroll in Giving".

Employee Giving
Julia Barr

Review, add or update your voluntary deductions information.
Thank you for your continued commitment to Jefferson and those we serve. To begin the payroll deduction contribution process, please select **Enroll in Giving** below.

My Giving

Donation Type	Start Date	Stop Date	Status	Donation	Goal Amount	Cumulative Gift Amount
<input type="button" value="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). Then select "Submit".

Thank you for making a gift to Jefferson through payroll deduction! Note that if you would like to make a one-time credit card gift, go to the [Jefferson giving website](#).

You can choose from the following ways to give. Once you complete the type and amount of your gift, you will be directed to choose the area of Jefferson you want to support.

Pledge
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
Enter the amount you want deducted per pay period in the **Enter Amount to Be Deducted Per Pay Period** field (deduction will be ongoing until notice to end is provided).

One Time Gift
Enter amount of your gift in both fields below. That 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
- \$100/year = \$3.85/pay period

Enter Amount to Be Deducted Per Pay Period:

Total Pledge Amount:

Cumulative Gift Amount: 0.00

This gift is in honor of:

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- By clicking 'Submit', you now have the opportunity to select your gift designation. You can search for funds at a particular campus by typing "Abington", or "New Jersey", in the space provided.



<input type="checkbox"/>	32	Abington Lansdale - Emergency Services
<input type="checkbox"/>	33	Abington Lansdale - Orthopedic and Spine Institute
<input type="checkbox"/>	34	Abington Lansdale - Pet Therapy Program
<input type="checkbox"/>	35	Abington Lansdale - Staff Development/Education Fund
<input type="checkbox"/>	36	Abington Lansdale - Technology Fund

Search For More

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

- Once you've selected the fund(s) you wish to designate your gift to, select "Return" in the bottom left corner.
- 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.

C. Payroll Deduction Process

Payroll deduction is managed by the Office of Institutional Advancement's Information Management team, as well as Jefferson's payroll department. Below is the step by step procedure taking place for each employee payroll deduction gift made via PeopleSoft.

- An employee submits their gift via PeopleSoft
- All payroll deduction gifts are automatically loaded into a report that is made available for Gifts Processing and Payroll
- Payroll loads the deductions every week to ensure they are captured in the next paycheck cycle
- Gifts Processing uploads the deductions once payroll has processed them for payment.

This automatic process minimizes the opportunity for manual error.