



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 at a particular campus by typing "Abington" or "New Jersey" 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.