## www.pslstaffgives.org

Your Gift Makes A Difference!

## HOW TO INSTRUCTION FOR PAYROLL DEDUCTION

## Start at www.pslstaffgives.org

Select Payroll Deduction Donation button.



You will be redirected to 'My HR' – you will be required to sign into 'My HR' (if not currently signed in). 'My HR' will open to **Giving** section in 'My HR'.

Click the **View All** button to see all giving options.

SENIOR LIVING MAR * ×	Giving	9. 4. O @
Available Current Completed Pay Current Pay Statement Pay History YTD Summary Direct Deposit Income Tax	Campaigns Community Chancement Fund Help expand and under it demas Community Enhancement F No and date Caring Community Fund [S No and date	View All Vie
Giving Time & Attendance Benefits Attendance	Total donations \$0.00 50.00	Select View All button
Investments PTO Plans Links Open Enrollment Life Events	My donations	– to display all giving opportunities.
Class History Documents	\$0.00 Year-to-date donations	

After you select **VIEW ALL** – all funds will be visable.



Select the Fund you would like to support with your donation.

The first Fund, "**Split My Donation**," allows you to support all funds to be evenly split across all of your available funds.

You may also select an individual fund to support that giving opportunity.



× Donate					
	Community Enhancement Fund [Sample] No end date				
	Eligible for a tax deduction/charitable tax credit				
	Gifts to this fund are used to acquire items needed in either Personal Care/Assisted Living, the Skilled Nursing Facility, or Adult Day Services for either indoor or outdoor enhancements for resident life. Examples would include equipment that is needed to complement current services or programs being provided, or special furniture for the community. This fund is not available to members of HMC or AO staff.				
roll down	Campaign progress				
	Total donations				
phation details.	\$0.00				
	Donation details				
	\$5 \$10 \$50 Other				
	Donation amount * 7.00				
	Domainy Presbyterian Senior Living -				
	This determines which payroll is used for the donation				

The donation amount may be a one-time donation or recurring donation each pay.



Authorize donation through payroll screen will appear for confirmation.



You will be returned to the main **Giving** screen with a message at the bottom of the screen.



## Repeat the steps above for each additional fund you want to support.

After you have completed your initial payroll donations, select **Giving** to return to the main screen to see future scheduled payroll donations or a total of your donations to date.

Giving	Picture în picture				
	Caring Community Fund [S No end date Total donations \$0.00	Resident Enrichment Fund [ No end date Total donations \$0.00	The Visionary Fund [Sample] No end date Total donations \$0.00		
	My donations				
		\$0.00 Year-to-date donations			
	Scheduled				
	Community Enhancement Fund [Sample: \$7.00 / Recurring	Nov 18, 2022			