

HOW TO INSTRUCTIONS FOR PAYROLL DEDUCTION

Your Gift Makes A Difference!

Start at www.psleteamgives.org

Scroll down the page and select the **Payroll Deduction Donation** button.



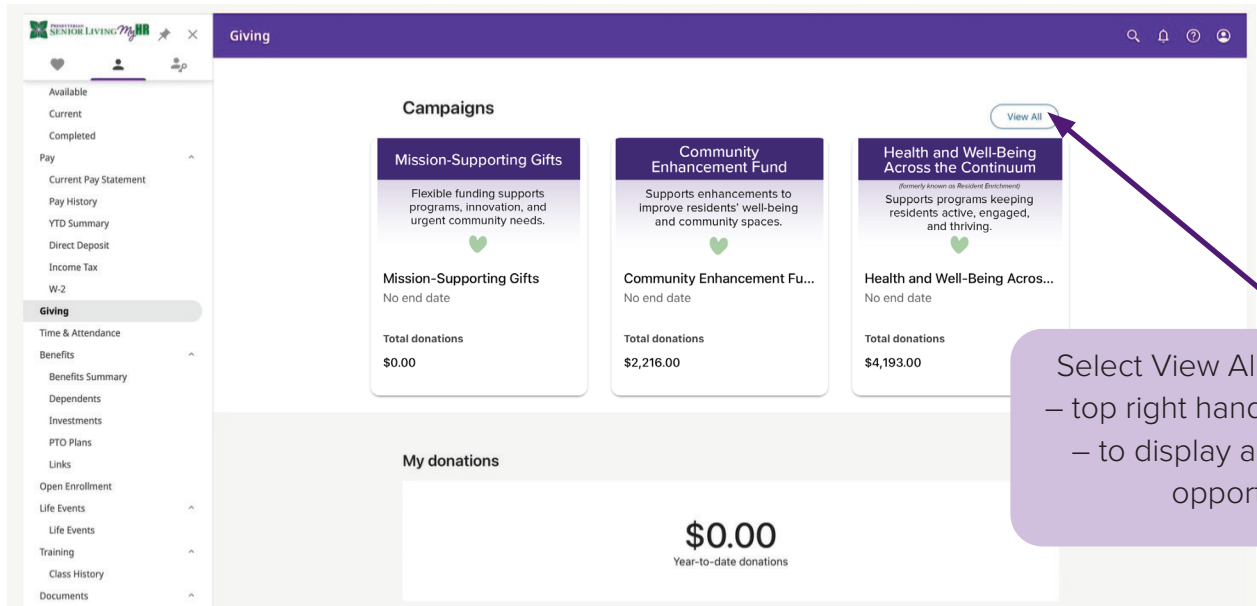
Payroll Deduction Donation

Download instructions on how to complete your payroll deduction form by [clicking here](#). *Please be patient as the 'MyHR' giving website loads. It can take 1-3 minutes.

[Payroll Deduction Donation](#)

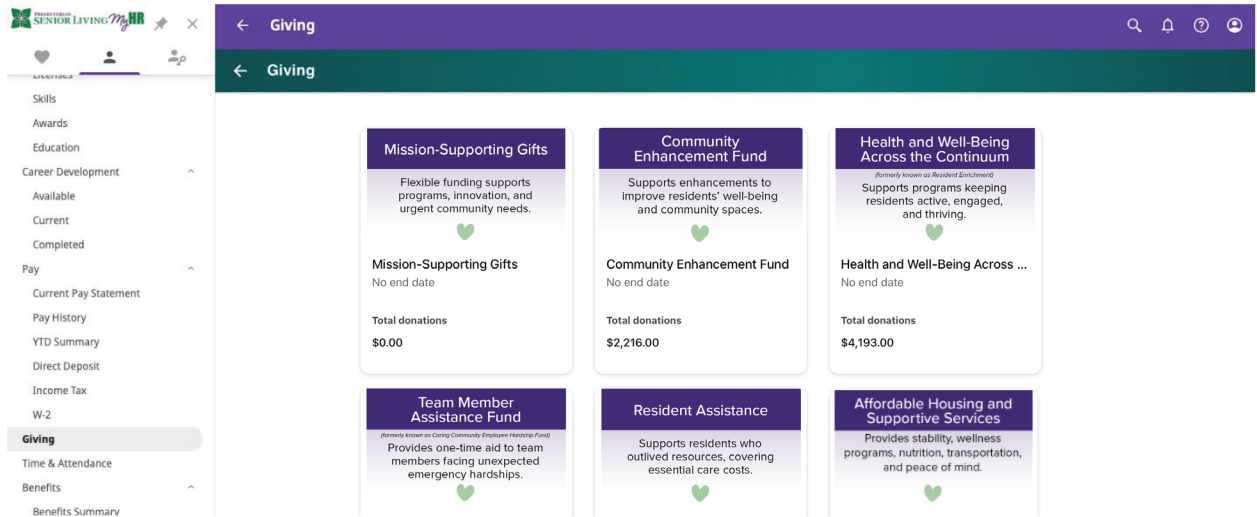
You will be redirected to 'MyHR' – you will be required to sign into 'MyHR' (if not currently signed in). 'MyHR' will open to **Giving** section in 'MyHR'.

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



The screenshot shows the 'Giving' section of the MyHR portal. On the left is a navigation menu with 'Giving' selected. The main content area is titled 'Giving' and features a 'Campaigns' section with three cards: 'Mission-Supporting Gifts' (Total donations: \$0.00), 'Community Enhancement Fund' (Total donations: \$2,216.00), and 'Health and Well-Being Across the Continuum' (Total donations: \$4,193.00). A 'View All' button is located in the top right corner of the campaigns section. A purple callout box with an arrow points to this button, containing the text: 'Select View All button – top right hand corner – to display all giving opportunities.' Below the campaigns is a 'My donations' section showing a total of \$0.00 for year-to-date donations.

After you select **VIEW ALL** – all funds will be visible. *Note: Funds you are currently contributing to will not be visible.*



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



Mission-Supporting Gifts

No end date

Eligible for a tax deduction/charitable tax credit

Unrestricted giving leads to unrestricted thinking. Unrestricted giving provides your community with flexibility to carry out important programs and services, improve the well-being of residents, support new and innovative initiatives, tackle unforeseen challenges, or address other pressing needs. When donors give without restrictions, it opens up endless possibilities!

Campaign progress

Total donations

\$0.00

Donation details

\$5

\$10

\$50

Other

Donation amount *

\$25.00

Company
Presbyterian Senior Living

This determines which payroll is used for the donation

Scroll down to select your donation details.

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

Donation date
6/24/2026

For recurring donation – Check the box to donate the amount for each regular pay.



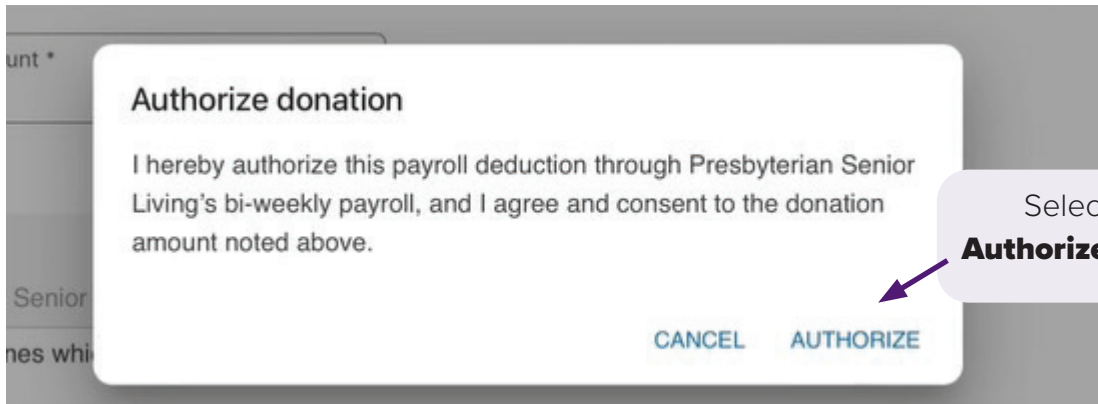
Donate this amount from each regular pay



SUBMIT

CANCEL

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.

Thank you for making a difference!

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.

