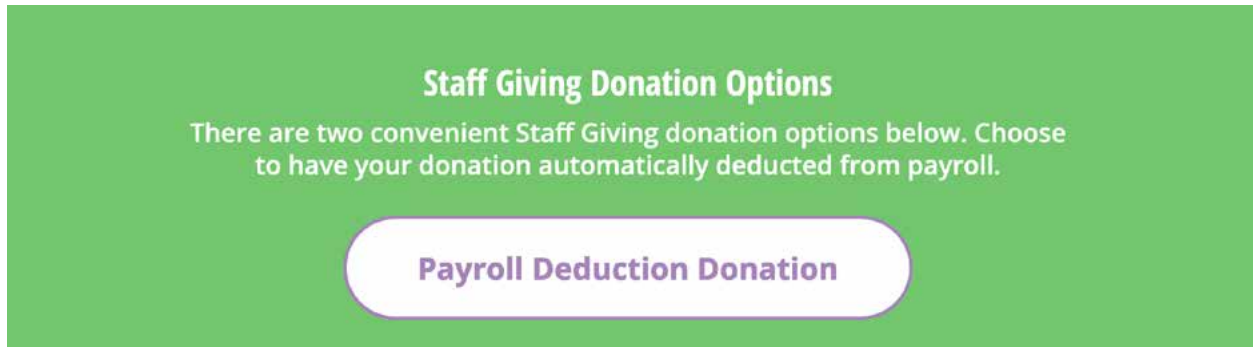


Your Gift Makes A Difference!

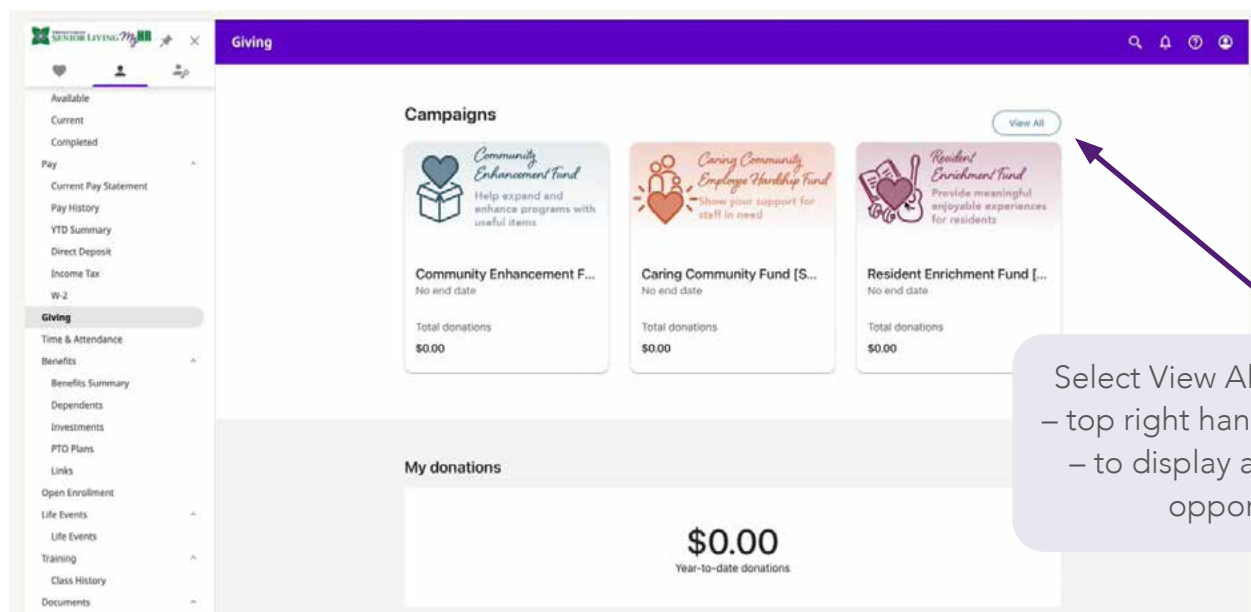
HOW TO INSTRUCTION FOR PAYROLL DEDUCTION

Start at www.pslstaffgives.org

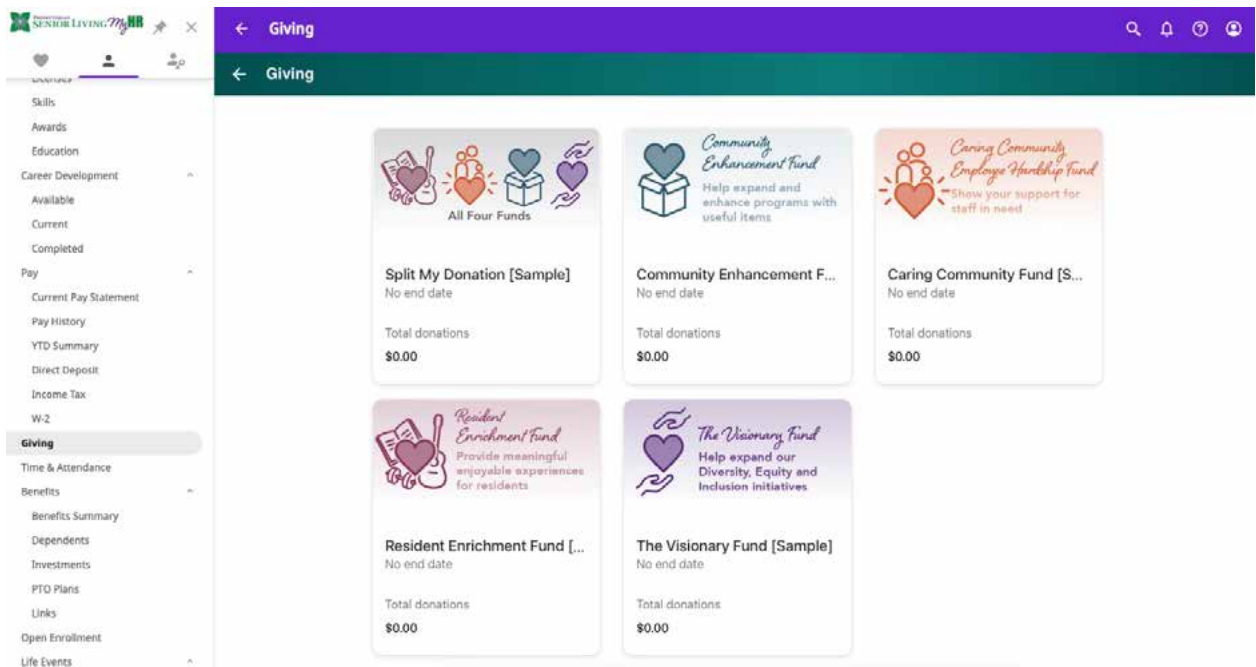
Select **Payroll Deduction Donation** button.



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.



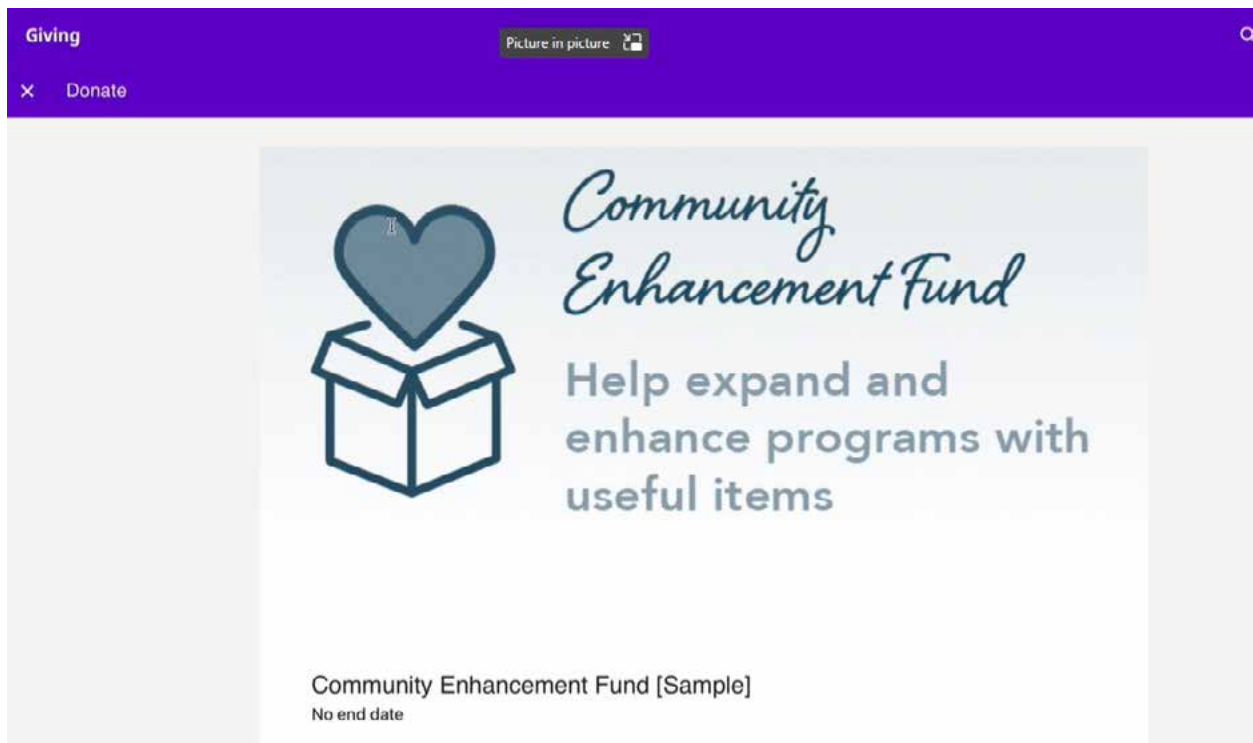
After you select **VIEW ALL** – all funds will be visible.



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.



Giving

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.

Campaign progress

Total donations:
\$0.00

Donation details

\$5
 \$10
 \$50
 Other

Donation amount *
7.00

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.

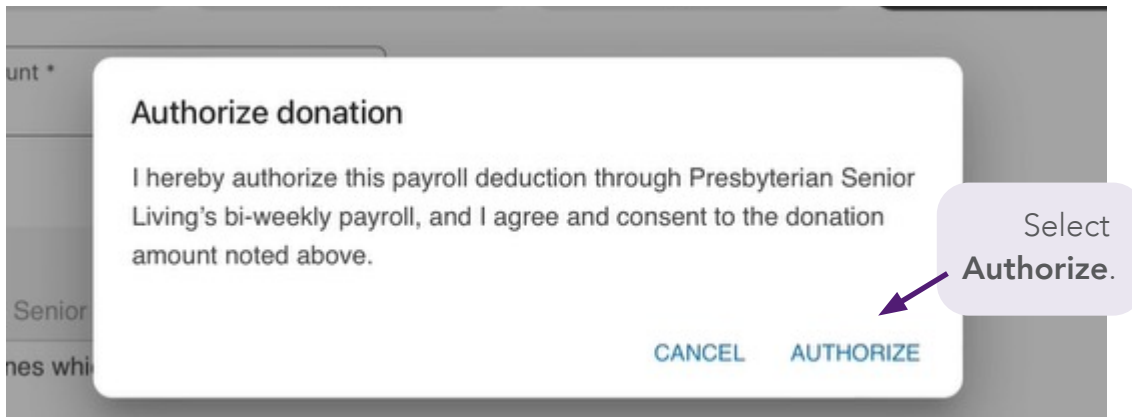
Donation date
11/18/2022

Donate this amount from each regular pay ⓘ

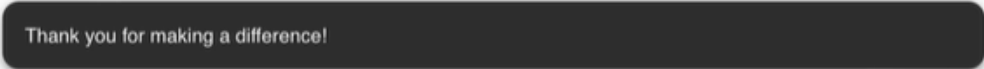
SUBMIT CANCEL

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

