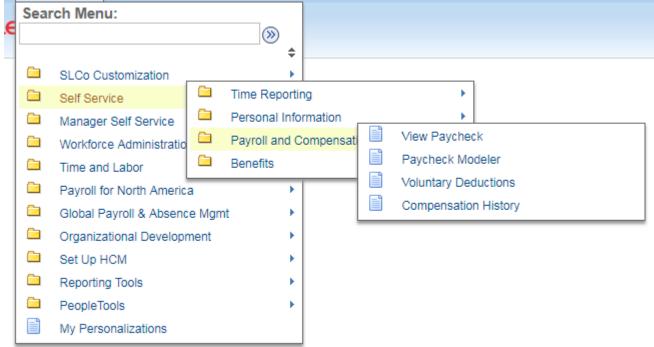
Donation Instructions

2018/2019 Salt Lake County Cares

To update your donation elections follow the steps below:

1. Menu>Self Service>Payroll and Compensation> Voluntary Deductions

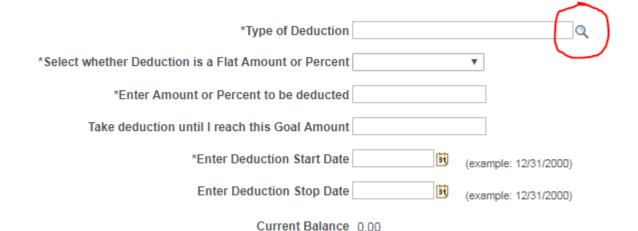


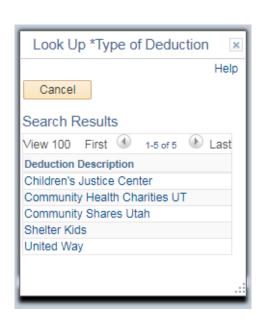
2. Select "Add Deduction"

Voluntary Deductions								
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance		

Add Deduction

3. Click the magnifying class in order to select a charity





4. Complete each required section. Total Goal Amount should be per pay period donation amount x 26.

*Type of Deduction	q
Select whether Deduction is a Flat Amount or Percent Amount	▼
*Enter Amount or Percent to be deducted 5.00	
Take deduction until I reach this Goal Amount 130	
*Enter Deduction Start Date 01/01/2019	(example: 12/31/2000)
Enter Deduction Stop Date 12/31/2019	(example: 12/31/2000)
Current Balance 0.00	

Additional Information

- Donations can be made for one or more charities by repeating the above process.
- Salt Lake County Cares donations are through Payroll Deduction Only
 a. (REMEMBER deductions are per pay-period not by month)
- Employees choosing to donate to one or more charity partners listed under a *Main Charity* (Community Health Charities, Community Shares/Utah or United Way of Salt Lake) <u>must</u> complete the **2018/2019 Salt Lake County Cares Donation Form**.
- Email the completed form to CharitableGiving@slco.org OR send to Human Resources, Suite N4-700.
- For ongoing donations leave Goal Amount and Deduction End Date fields blank.

If you have questions please contact your agency Payroll Coordinator or Brittany Clough at 385-468-0563 or by email at CharitableGiving@slco.org









