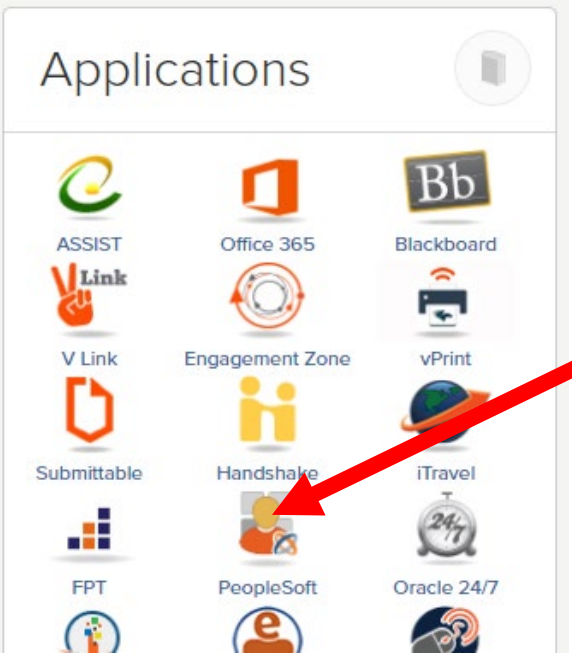
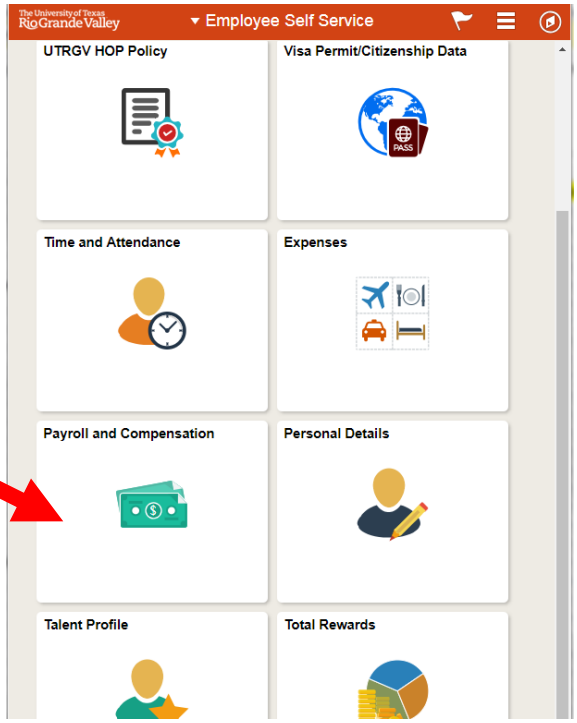
PEOPLESOFT PAYROLL DONATIONS

1. Enrolling and Adding Payroll Donations

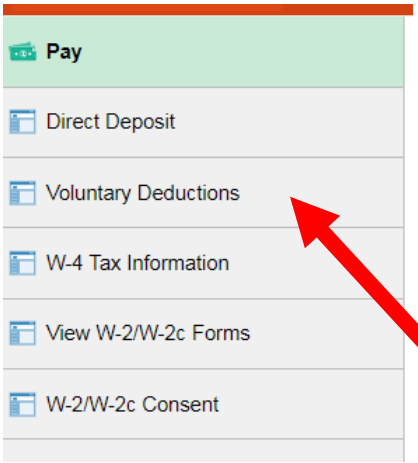
Step 1: Log into https://my.utrgv.edu.



Step 2: Under Applications select "PeopleSoft"



Step 3: Under Employee Self Service select "Payroll and Compensation".



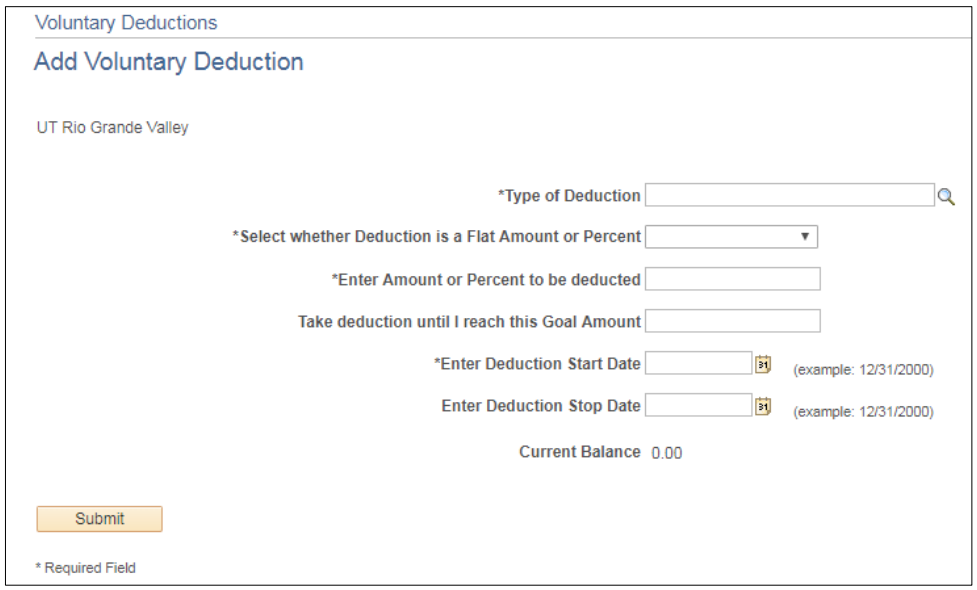
Step 4: Select "Voluntary Deductions"

Enrolling and Adding Payroll Donations

Click on Add Deductions button 

Step 1. **<u>*Type of Deduction</u>**: Click on the search icon to choose from available deductions that begin with the word "Donation". Please note, all are abbreviated. You may only process one enrollment at a time. To add a second donation, please repeat these steps.

On the next page you will find a list of the areas of support and their abbreviations as they appear in PeopleSoft.



Step 2. **<u>*Select whether Deduction is a Flat Amount or Percent:</u>** *Recommended that **<u>"Amount"</u>** be selected, instead of "% of total gross".*

Step 3. **<u>*Enter Amount or Percent to be deducted:</u>** Type in your donation amount. *(This represents the amount that will be deducted from **<u>each paycheck</u>**.)*

Step 4. **<u>Take Deduction until I reach this Goal Amount:</u>** *This is Optional. It may be left blank. If you enter an amount your deduction will stop when that amount is reached.*

Step 5. **<u>*Enter your start date:</u>** *If you would like your donation to begin as soon as possible, enter today's date. Otherwise, enter a date in the future. Your deduction will begin in the next available pay period from the date you enter.*

Step 6. **<u>Enter Deduction Stop Date:</u>** *This is Optional. It may be left blank. If you entered a date, your deduction would stop on that date.*

Step 7. **Press Submit button** 

For Payroll Donation questions please contact the Division of Institutional Advancement, Director for Annual Giving or Director for Endowment Compliance and Gift Accounting at 956-665-5301.

Areas of Designation

Area of Designation	PeopleSoft Voluntary Deduction Description
Area of Greatest Need	Donation: Greatest Need
Robert C. Vackar College of Business and Entrepreneurship	Donation: Business
College of Education and P-16 Integration	Donation: Education
College of Engineering and Computer Science	Donation: Engineering
College of Fine Arts Unrestricted Donations	Donation: Fine Arts
College of Health Professions	Donation: Health Professions
College of Liberal Arts	Donation: Liberal Arts
Library	Donation: Library
College of Sciences	Donation: Sciences
Graduate College	Donation: Graduate College
Honors College	Donation: Honors College
President's Circle Fund	Donation: President's Circle
School of Medicine	Donation: Medicine
Staff Scholarships	Donation: Staff Scholarships
University College	Donation: University College
VClub	Donation: VClub
School of Nursing	Donation: Nursing
School of Social Work	Donation: Social Work
Baseball	Donation: Baseball
Men's Golf	Donation: Men's Golf
Volleyball	Donation: Volleyball
Men's Tennis	Donation: Men's Tennis
Men's Soccer	Donation: Men's Soccer
Women's Golf	Donation: Women's Golf
Women's Tennis	Donation: Women's Tennis
Women's Soccer	Donation: Women's Soccer
Men's Basketball	Donation: Men's Basketball
Women's Basketball	Donation: Women's Basketball
Men's Cross Country	Donation: Men's Cross Country
Women's Cross Country	Donation: Women Cross Country
Men's Track and Field	Donation: Men Track and Field
Women's Track and Field	Donation: Women Track & Field
Student Food Pantry	Donation: Student Food Pantry
Student Emergency Fund	UTRGV Student Emergency Fund

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