

How to Submit a Workplace Giving Deduction

Introduction

This is a step by step guide to submitting a workplace giving deduction.

Procedure

Login to the [Recurring Payment Request](#) page within SSO

Pay Group UOA

Pay Frequency Recurring

*Payment Type

*Payment Code

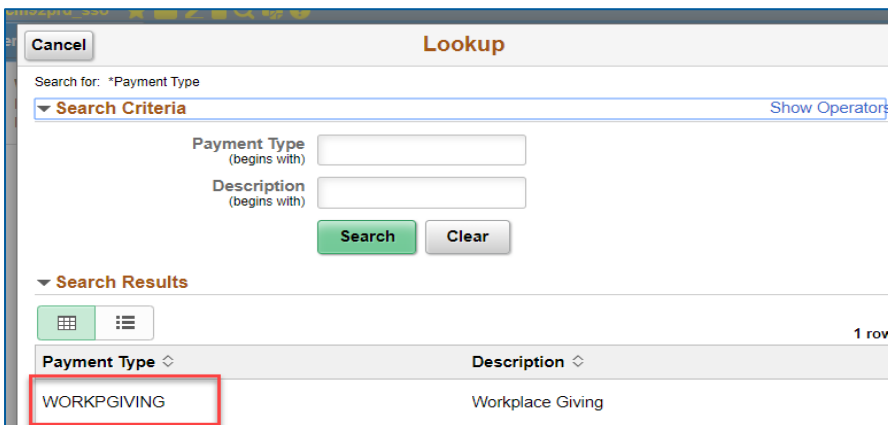
Description

*Begin Date

End Date

Comments

1. ***Payment Type** (Mandatory field): Click on the lookup icon and select '**WORKP GIVING**'



Cancel Lookup

Search for: *Payment Type

Search Criteria [Show Operators](#)

Payment Type (begins with)

Description (begins with)

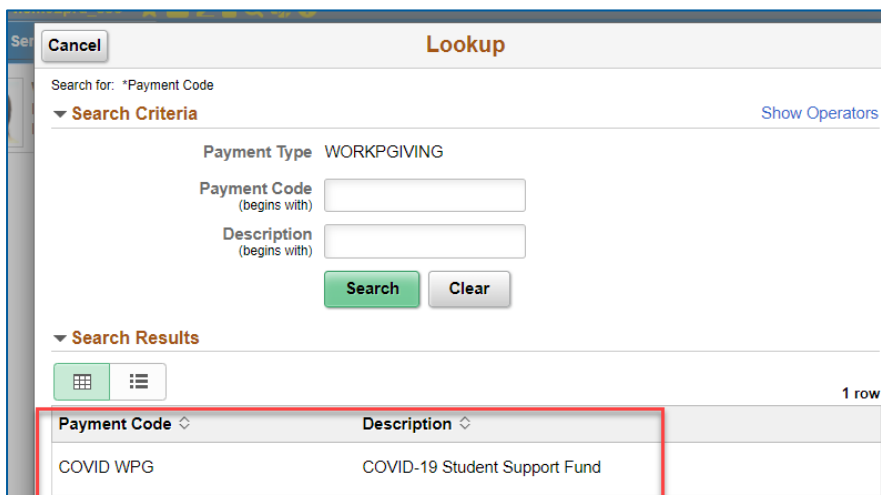
Search Clear

Search Results

1 row

Payment Type	Description
WORKPGIVING	Workplace Giving

2. ***Payment Code** (Mandatory field): Click on the look up icon and select one from the list



Cancel Lookup

Search for: *Payment Code

Search Criteria [Show Operators](#)

Payment Type WORKPGIVING

Payment Code (begins with)

Description (begins with)

Search Clear

Search Results

1 row

Payment Code	Description
COVID WPG	COVID-19 Student Support Fund

3. Payment details

End date: leave blank or add date for final gift deduction

Amount: enter fortnightly pre-tax gift deduction amount

*Do not acknowledge my donation: Y or N

Y = The University will not to acknowledge your donation in publications or at University events

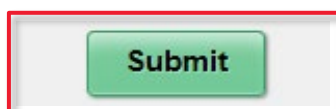
Comments: if any

Attachment: if any

Pay Group	UOA
Pay Frequency	Recurring
*Payment Type	WORKPGIVING <input type="text"/>
*Payment Code	COVID WPG <input type="text"/>
Description	COVID-19 Student Support Fund
*Begin Date	11/04/2020 <input type="text"/>
End Date	<input type="text"/>
Amount	<input type="text"/>
*Do not acknowledge my donation	<input type="text"/>
Comments	<input type="text"/>

Attachment

4. Submit the form.



5. You will receive an email confirmation



The following Payment Request has been Approved.

Employee Id: **Your ID**
Employee Name: **Your Name**
Payment Code: COVID WPG
Description: COVID-19 Student Support Fund
Begin Date: **XX/04/2020**
End Date:
Amount: **\$XX**
Comments: