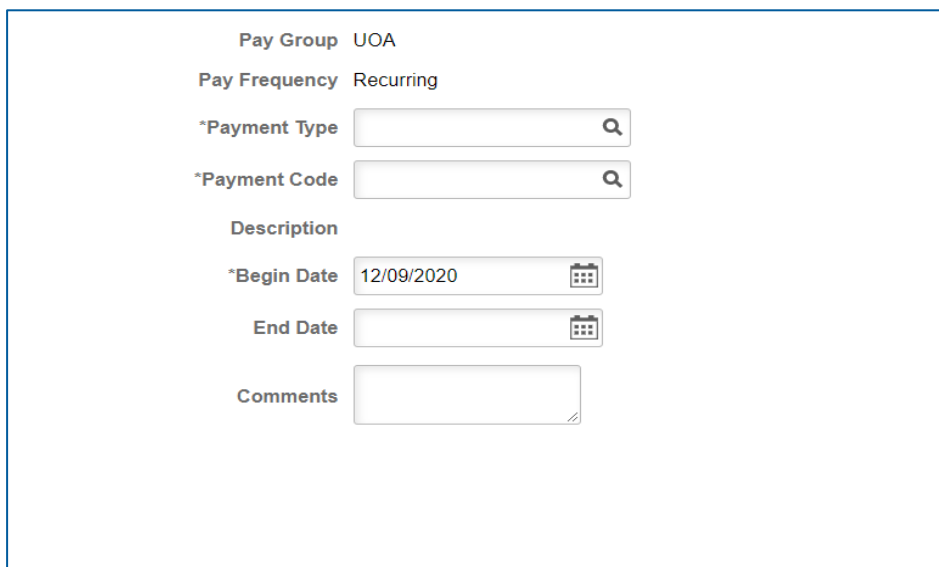


How to Submit a Workplace Giving Deduction

Introduction


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


1. Login to the [Recurring Payment Request](#) Page within SSO




Pay Group UOA


Pay Frequency Recurring

*Payment Type 

*Payment Code 

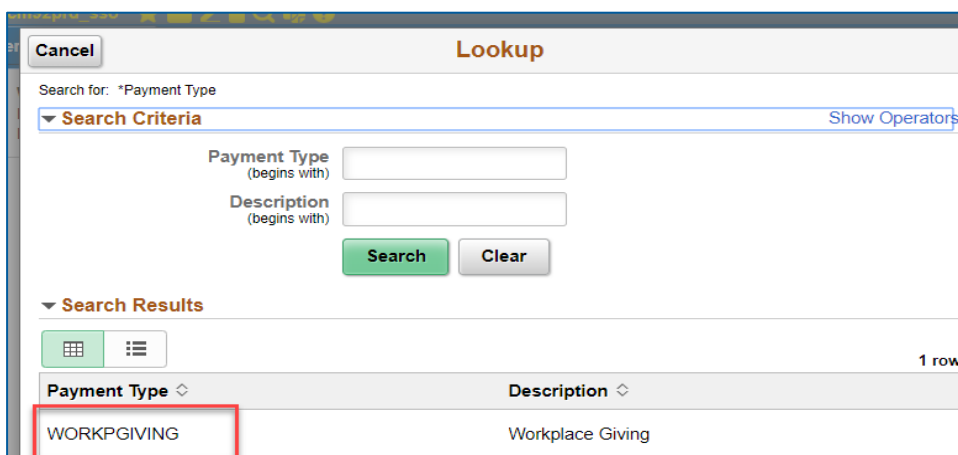
Description

*Begin Date 12/09/2020 

End Date 

Comments

2. Select ***Payment Type**: Click on the lookup icon and select “WORKPGIVING”



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 |

3. Select ***Payment Code**: Click on the look up icon and select one from the list

▼ Search Criteria

Payment Type WORKPGIVING

Payment Code
(begins with)

Description
(begins with)

Search

Clear

▼ Search Results


| Payment Code ◇ | Description ◇ |
|----------------|-----------------------------|
| AS WPG | Augustus Short Scholarships |
| BSL WPG | Barr Smith Library |
| INDIG WPG | Indigenous Support Fund |
| SAIGENCI WPG | SAiGENCI Cancer Resea |
| SEF WPG | Student Emergency Fund |

4. Payment details

- Begin Date: Enter the start date for gift deduction
- End Date: Leave blank or add date for final gift deduction
- Amount: Enter the amount to be deducted per pay fortnight
- Acknowledge my gift: use slide button

*Acknowledge my gift

☐ No

this is to declare whether you would like the donation acknowledged publically. Please click on the information button  for details

- Comments: Enter if any
- Attachment (Optional)

5. **Submit** the form.

Submit

6. You will receive an email confirmation

Staff Services Online

26 Oct 2020

The following Payment Request has been Approved.

+

Employee Id: **Your ID**

Employee Name: **Your Name**

Payment Code: AS WPG

Description: Augustus Short Scholarships

Begin Date: **XX/10/2020**

End Date:

Amount: **\$XX|**

Comments:

☐

Please use the following link to view the transaction: [Click Here](#)

Should you have any questions about this request, please contact the HR Service Centre on 8313 1111.