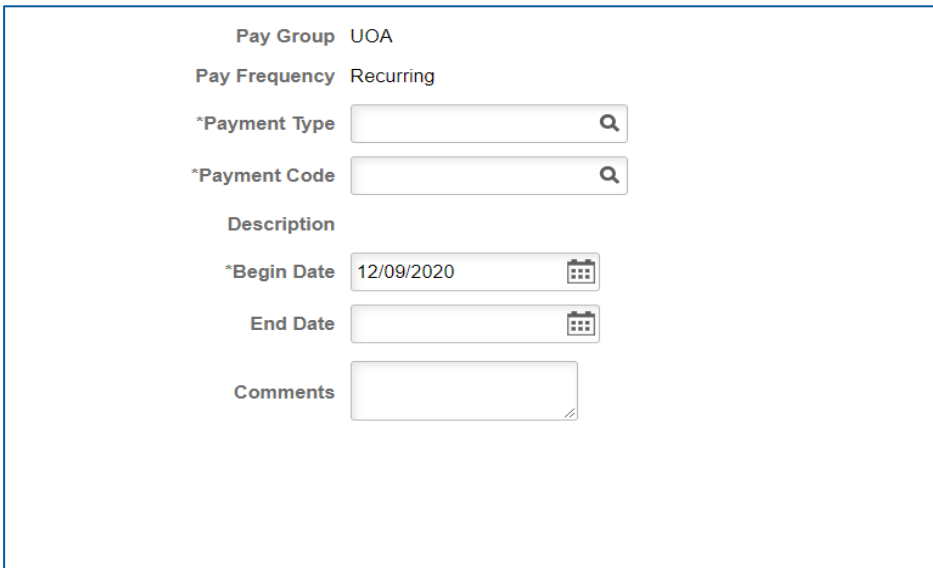


How to Submit a Workplace Giving Deduction

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 

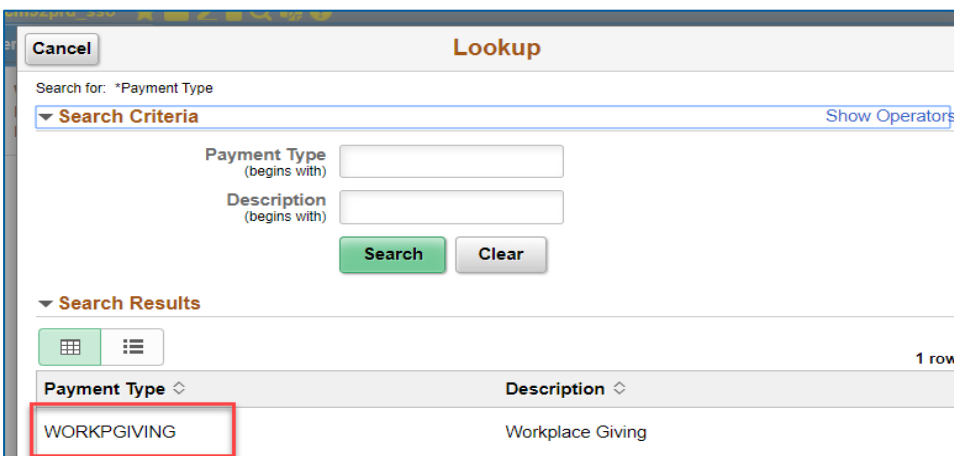
Description

*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

Payment Type WORKPGIVING

Payment Code (begins with)

Description (begins with)

▼ Search Results


8 rows

Payment Code	Description
ARTS WPG	Research - Arts
AS WPG	Augustus Short Scholarships
BSL WPG	Barr Smith Library
ECMS WPG	Research - ECMS
HS WPG	Research – Health Sciences
PROF WPG	Research - Professions
SCI WPG	Research - Sciences
SEF WPG	Student Emergency Fund

4. Payment details

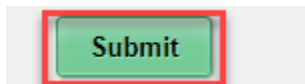
- Begin Date: Enter the start date for gift deduction
- End Date: Leave blank or add date for final gift deduction
- Amount: Enter the amount to be deducted per pay fortnight
- Acknowledge my gift: use slide button

***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.



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.