

How to Submit a Workplace Giving Deduction

Introduction

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

Procedure

1. Login to SSO
2. Select HR Online forms
3. Select Payment and Deductions
4. Select Recurring Payment or Deduction

**Mandatory fields*

Recurring Payment Request

Pay Group UOA

Pay Frequency Recurring

*Payment Type

*Payment Code

Description

*Begin Date 19/06/2021

End Date

Comments

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

Search for: *Payment Type

▼ Search Criteria

Payment Type (begins with)

Description (begins with)

▼ Search Results

Payment Type	Description
WORKPGIVING	Workplace Giving

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

Cancel **Lookup**

Search for: *Payment Code

▼ Search Criteria

Payment Type

Payment Code (begins with)

Description (begins with)

▼ Search Results

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
INDIG WPG	Indigenous Support Fund
PROF WPG	Research - Professions
SCI WPG	Research - Sciences
SEF WPG	Student Emergency Fund

7. Payment details

Pay Group UOA
Pay Frequency Recurring

*Payment Type WORKPGIVING
*Payment Code INDIG WPG
Description Indigenous Support Fund
*Begin Date 19/06/2021
End Date 30/09/2021
Amount 100
*Acknowledge my gift No
Comments

Attachment
Add Attachment

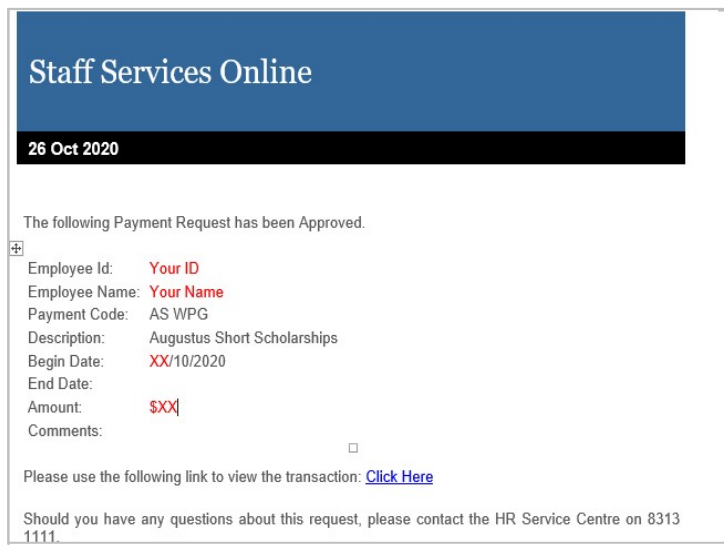
*Acknowledge my gift No

1. **Begin Date:** Enter the start date for gift deduction
2. **End Date:** Add end date or Leave blank for final gift deduction
3. **Amount:** Enter the amount to be deducted per pay fortnight
4. **Acknowledge my gift:** use slide button
This is to declare whether you would like the donation acknowledged publically. Please clickon the information button for details
5. **Comments:** Enter if any
6. **Attachment** (Optional)

8. Submit the form



9. Email confirmation: You will receive an email confirmation



10. If you have an enquiry about the Workplace Giving, please contact External Relations.