



UConn | UNIVERSITY OF CONNECTICUT

University of Connecticut

Adding/Modifying Foundation Deductions

Overview

UConn faculty and staff can opt into a payroll deduction of \$1 or more per pay period and designate it to the fund of their choosing. Deductions can end at a set date or until a giving goal is reached. The following table can be used as a guideline for determine what amount to deduct from each paycheck:

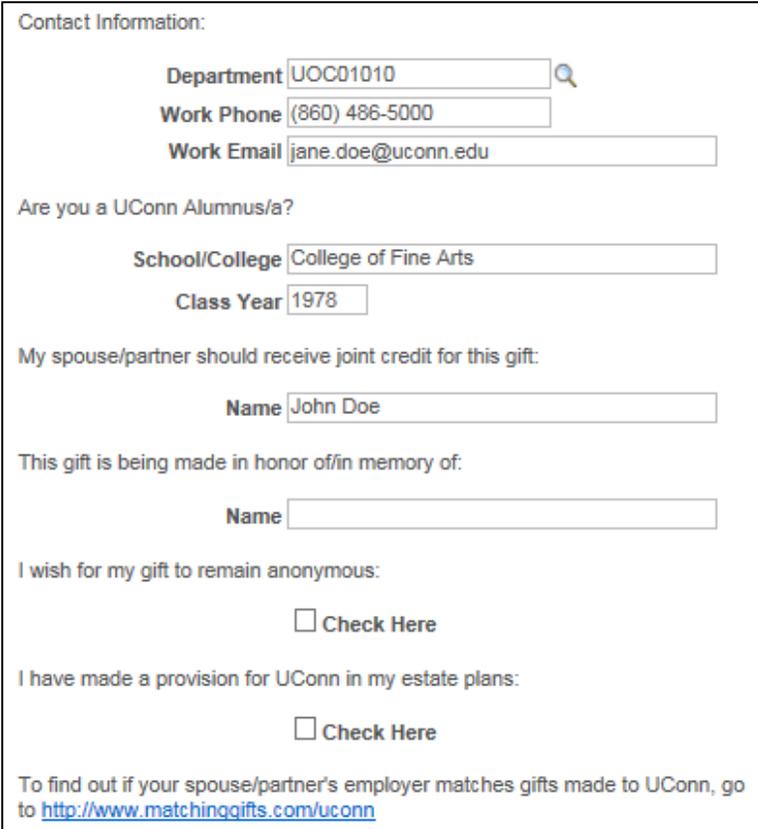
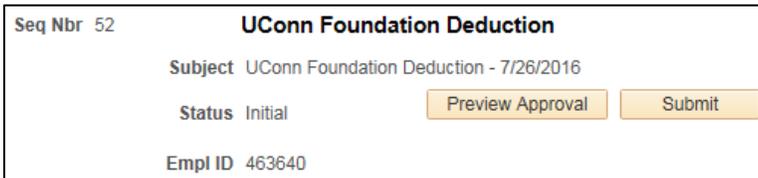
Deduction Per Pay Period	Estimated Yearly Impact
\$2.00	\$52.00
\$3.85	\$100.00
\$9.62	\$250.00
\$19.23	\$500.00
\$28.85	\$750.00
\$38.46	\$1,000.00
\$57.70	\$1,500.00
\$76.93	\$2,000.00

Use this job aid to help you add or modify your deductions for the UConn Foundation via payroll deductions.

Process Steps

Step	Action	Screenshot
1	Navigation: Main Menu > Core-CT HRMS > Self Service > Payroll and Compensation > UConn Foundation Deduction	
2	<p>On the Search/Fill a Form page, you have the options to do the following:</p> <ul style="list-style-type: none"> • Find an Existing Value: Enter the search criteria for an existing foundation deduction form. These forms cannot be updated, but can be used for reference. • Add a New Value: Move to the Add a New Value tab to add a new deduction. <p>Move to the Add a New Value tab.</p>	
3	<p>There are three tabs at the top of the UConn Foundation Deduction page:</p> <ul style="list-style-type: none"> • Form: Use this tab to enter the deduction information, including the amount, fund, contact information, and who will receive credit for the donation. • Instructions: Use this tab to review the instructions on how to complete the UConn Foundation Deduction form, including Office of Annual Giving contact information. • Attachments: <i>No attachments are required for this form, so this tab will not be used.</i> <p>Move to the Instructions tab.</p>	

Step	Action	Screenshot																		
4	<p>Review the additional information about foundation deductions on the Instructions tab.</p> <p>For additional information about a specific fund or about deductions, you can use the contact information to call or email the Office of Annual Giving.</p> <p>Move back to the Form tab to complete the payroll deduction information.</p>	<p>Office Of Annual Giving (860) 486-5000 annualgiving@foundation.uconn.edu http://fs.uconn.edu/closehome</p> <p>Close to Home Campaign Faculty and staff who make a gift to support the University are a part of the Close to Home Campaign. Gifts can benefit whatever cause is most meaningful to you—it could be a school or college, scholarship, or athletics program. Every donation, regardless of size, counts. The Close to Home Campaign is supported by a committee of faculty and staff who are passionate about philanthropic support of UConn. Committee members work to promote the Close to Home Campaign and to recognize faculty and staff for their generous contributions. If you are interested in being involved with the committee please call (860) 486-1173.</p> <p>All Gifts Have An Impact A gift of any size to the University can make a big difference. Thousands of individual gifts are pooled together to provide scholarships, support research, offer enrichment activities to students, and so much more. Giving through payroll deduction is easy and will make a difference to UConn students today and in the future.</p> <table border="1"> <thead> <tr> <th>Deduction Per Pay Period</th> <th>Estimated Yearly Impact</th> </tr> </thead> <tbody> <tr><td>\$2.00</td><td>\$52.00</td></tr> <tr><td>\$3.85</td><td>\$100.00</td></tr> <tr><td>\$9.62</td><td>\$250.00</td></tr> <tr><td>\$19.23</td><td>\$500.00</td></tr> <tr><td>\$28.85</td><td>\$750.00</td></tr> <tr><td>\$38.46</td><td>\$1,000.00</td></tr> <tr><td>\$57.70</td><td>\$1,500.00</td></tr> <tr><td>\$76.93</td><td>\$2,000.00</td></tr> </tbody> </table> <p>For more information about endowed giving and planned giving please visit our website. If your fund is not listed on this form, please contact the Office of Annual Giving at (860) 486-1173 or annualgiving@foundation.uconn.edu.</p> <p>Oak Grove Society Faculty and staff who generously donate \$1,000 or more annually are members of the Oak Grove Society. Members of this society are the University's most steadfast donors. Transformative gifts of \$1,000 or more strength many areas of the University such as scholarship, faculty recruitment, research, and cutting edge facilities. Members of the Oak Grove Society enjoy a range of benefits including invitations to special events, an advanced electronic subscription to Inside UConn Nation and a printed copy of the UConn Foundation's Annual Report.</p> <p>Your Gift Your gift will be received by The University of Connecticut Foundation, Inc. a Connecticut non-profit and a 501(c)(3) tax exempt organization that exclusively benefits UConn. All contributions are subject to certain administrative fees that support Foundation operating expenses and other priorities determined by the University unit receiving the gift. Donors have the right to request that gifts remain anonymous. You may contact us or obtain a copy of our financial report at 2390 Alumni Drive, U-3206, Storrs CT 06269, (800) 269-9965, or http://www.foundation.uconn.edu.</p>	Deduction Per Pay Period	Estimated Yearly Impact	\$2.00	\$52.00	\$3.85	\$100.00	\$9.62	\$250.00	\$19.23	\$500.00	\$28.85	\$750.00	\$38.46	\$1,000.00	\$57.70	\$1,500.00	\$76.93	\$2,000.00
Deduction Per Pay Period	Estimated Yearly Impact																			
\$2.00	\$52.00																			
\$3.85	\$100.00																			
\$9.62	\$250.00																			
\$19.23	\$500.00																			
\$28.85	\$750.00																			
\$38.46	\$1,000.00																			
\$57.70	\$1,500.00																			
\$76.93	\$2,000.00																			
5	<p>On the left side of the form, enter the following:</p> <ul style="list-style-type: none"> • Reason: Select the reason for submitting the form between <i>Begin New Deduction</i>, <i>End Current Deduction*</i> and <i>Replace Current Deduction</i>. <ul style="list-style-type: none"> – *Note: If selecting <i>End Current Deduction</i>, submit <u>only</u> the Reason and Total Deduction Amount on the form. The total deduction amount will be the amount you currently deduct. • Amount 1: Enter the amount (in dollars) to deduct from each paycheck. Review the table on the Instructions tab as a guideline to determine how much to deduct. • Fund 1: Use the magnifying glass to search for the fund that is receiving the amount from the payroll deduction. <p>You have the option to select additional funds to donate to. If applicable, enter the amount(s) and fund (s) in the additional fields.</p> <ul style="list-style-type: none"> • Total Deduction Amount: Add up the total number of deductions between the Amount fields. <i>Enter your current total deduction amount if you selected End Current Deduction.</i> 	<p>Please choose the reason for completing the form from the dropdown list below. Please note that if you select "Replace Current Deduction", the fund distribution and total deduction amount you indicate below will completely replace your current fund distribution and total deduction amount.</p> <p>*Reason <input type="text" value="Begin New Deduction"/></p> <p>Please designate your fund distribution below. If your fund is not listed below, please contact the Office of Annual Giving at (860) 486-1173 or annualgiving@foundation.uconn.edu.</p> <p>Amount 1 <input type="text" value="9.62"/></p> <p>Fund 1 <input type="text" value="General Scholarships-28070"/></p> <p>Amount 2 (optional) <input type="text"/></p> <p>Fund 2 (optional) <input type="text"/></p> <p>Amount 3 (optional) <input type="text"/></p> <p>Fund 3 (optional) <input type="text"/></p> <p>Please enter your total deduction below (sum of amounts 1, 2 and 3):</p> <p>Total Deduction Amount <input type="text" value="9.62"/></p> <p>This deduction will be ongoing until you reenter this system and make a change.</p>																		

Step	Action	Screenshot
6	<p>On the right side of the form, enter the following:</p> <ul style="list-style-type: none"> • Department: Enter the department that you currently work for. • Work Phone: Enter your work phone number. • Work Email: Enter your University email address. • School/College: If you are a UConn Alumnus/a, you may choose to enter the school or college you attended. • Class Year: If you are a UConn Alumnus/a, you may choose to enter the year you graduated from the University. • Spouse/Partner Name: If you would like your spouse/partner to receive joint credit for your donation, enter the name in the Name field. • In Honor Of/In Memory Of Name: If you are making a donation in honor of or in memory of an individual, enter their name in the Name field. <p>In addition to the above fields there are two checkboxes you may check, if applicable:</p> <ul style="list-style-type: none"> • Select I wish for my gift to remain anonymous if you wish to remain anonymous in your donation. • Select I have made a provision for UConn in my estate plans if you have in fact made such provisions. 	 <p>Contact Information:</p> <p>Department <input type="text" value="UOC01010"/> </p> <p>Work Phone <input type="text" value="(860) 486-5000"/></p> <p>Work Email <input type="text" value="jane.doe@uconn.edu"/></p> <p>Are you a UConn Alumnus/a?</p> <p>School/College <input type="text" value="College of Fine Arts"/></p> <p>Class Year <input type="text" value="1978"/></p> <p>My spouse/partner should receive joint credit for this gift:</p> <p>Name <input type="text" value="John Doe"/></p> <p>This gift is being made in honor of/in memory of:</p> <p>Name <input type="text"/></p> <p>I wish for my gift to remain anonymous:</p> <p><input type="checkbox"/> Check Here</p> <p>I have made a provision for UConn in my estate plans:</p> <p><input type="checkbox"/> Check Here</p> <p>To find out if your spouse/partner's employer matches gifts made to UConn, go to http://www.matchinggifts.com/uconn</p>
7	<p>When all information has been entered on the form, click Save.</p>	
8	<p>Scroll to the top of the form. Click Submit to submit the payroll deduction form to the Payroll Department.</p>	 <p>Seq Nbr 52</p> <p>UConn Foundation Deduction</p> <p>Subject UConn Foundation Deduction - 7/26/2016</p> <p>Status Initial <input type="button" value="Preview Approval"/> <input type="button" value="Submit"/></p> <p>Empl ID 463640</p>