



Combined Giving Self-Service Module

Overview

Combined Giving Self-Service has been created to offer a paperless contribution method and provide users more freedom to initiate, revise, and/or cancel their contributions at any time.

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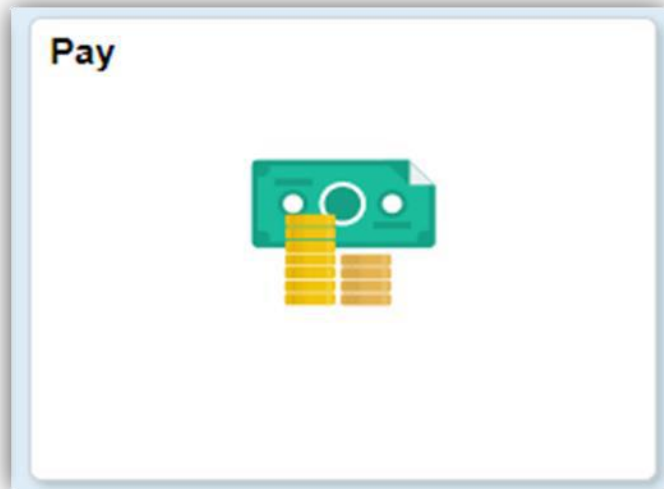
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Key Things to Know

- Selected contributions are on-going. Any contributions will be deducted from your paycheck every pay period.
- Due to the timing of the changes made, there could be a delay of up to one pay period before you see your elected changes. If you wish to make a One-Time contribution, it is up to you to go back in and remove the contribution once the One-Time contribution is taken from your paycheck.
- You are still able to contribute to the “Your Choice” option. This option allows you to contribute to a charity that is not currently part of the Combined Giving campaign. To do so, select the “YourChoice” Agency that corresponds with the given Federation and the desired contribution amount. A paper form will still need to be submitted to EBSD designating the chosen charity and their information.
- If you have an email saved in EMACS, any time you add, change, or delete your Combined Giving contributions, you will receive an email notification that a change has occurred.

Accessing the Combined Giving Self-Service Module

- 1) Select the PAY tile on your homescreen



- 2) Select the COMBINED GIVING DEDUCTIONS menu on the left of your screen

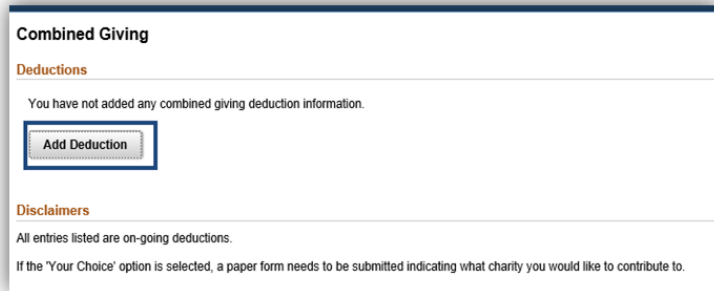


- 3) You will see any current contributions and be able to make changes.



Adding a New Agency

- 1) If you currently do not have any contributions, select the ADD Deduction button.



Combined Giving

Deductions

You have not added any combined giving deduction information.

Add Deduction

Disclaimers

All entries listed are on-going deductions.

If the 'Your Choice' option is selected, a paper form needs to be submitted indicating what charity you would like to contribute to.

If you do have current contributions, select the “+” button at the top of the menu.



Combined Giving

Deductions

+

Agency	Description	Giving Amount
8650	Animals Are First Fund (ARFF)	\$10.00

Deduction Total

\$10.00

- 2) When adding a new Agency, type in the Agency number or you can select the SPY GLASS to go to the search function.



Deduction Information

*Combined Giving Agency 

*Combined Giving Amount

- 3) Once in the Search function, expand the Search criteria by selecting the arrow to the left of “Search Criteria”.



Search

Cancel **Lookup**

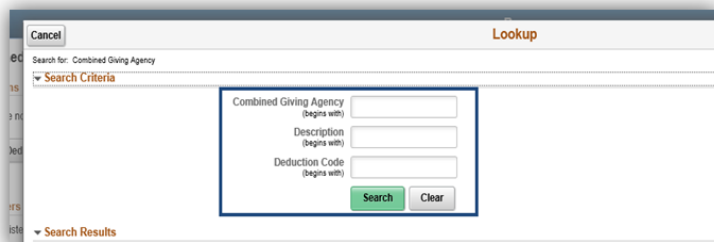
Search for: Combined Giving Agency

Search Criteria

▼ Search Results

Combined Giving Agency	Description
8000	America's Charities

- 4) You are now able to search by Description/Agency Name.



Search

Cancel **Lookup**

Search for: Combined Giving Agency

▼ Search Criteria

Combined Giving Agency (begins with)

Description (begins with)

Deduction Code (begins with)

Search **Clear**

▼ Search Results

- 5) Select the “Show Operators” hyperlink in the top right hand side of your screen to broaden your search criteria.

The screenshot shows the top of the 'Lookup' window. It has a 'Cancel' button on the left and a 'Show Operators' link on the right. Below the title bar, it says 'Search for: Combined Giving Agency' and 'Search Criteria'.

The screenshot shows the 'Lookup' window with the 'Search Criteria' section expanded. It lists three criteria: 'Combined Giving Agency', 'Description', and 'Deduction Code', each with a 'begins with' dropdown menu and an input field. There are 'Search' and 'Clear' buttons at the bottom.

- 6) You can search by a keyword and pull up all Agencies with that key word in them.

The screenshot shows the 'Lookup' window with the 'Search Criteria' section expanded. The 'Description' dropdown is set to 'American'. Below the search criteria, there is a 'Search Results' section with a table of results.

Combined Giving Agency	Description	Deduction Code
8907	American Bird Conservancy	CGERTH
9727	American Cancer Association	CGHLTH
8180	American Cancer Society, IE Un	UWARHD
9067	American Center for Law and Ju	CGAMCH
8002	American Civil Liberties Union	CGAMCH
8702	American Diabetes Assoc., LA	CGHLTH
9728	American Diabetes Association	CGHLTH
8943	American Farmland Trust	CGERTH

- 7) Once you select an Agency, you will return to the “Add Deduction” screen to input the amount you would like to contribute to this agency.

The screenshot shows the 'Add Deduction' window. It has a 'Cancel' button on the left and a 'Save' button on the right. The title is 'Add Deduction'. Below the title, it says 'Deduction Information'. There are two input fields: '*Combined Giving Agency' with the value '8706' and a magnifying glass icon, and '*Combined Giving Amount' with the value '\$5.00'. Below the first input field, the text 'American Heart Association, Western States Affiliates, Los Angeles' is displayed.

- 8) Select “SAVE” a pop-up will appear stating your selection has been saved and the pay date you will see the changes. Select “OK”.

The screenshot shows a confirmation pop-up message. It says 'Your selections have been saved. These changes will be reflected in the paycheck to be issued 09-23-2020.' and has an 'OK' button.

- 9) Your selection will show on your Combined Giving screen along with the total contribution being made.

Combined Giving

Deductions

Agency	Description	Giving Amount
8850	Animals Are First Fund (ARFF)	\$10.00
8706	American Heart Association, Western States Affiliates, Los Angeles	\$5.00

Deduction Total

\$15.00

Stop Contributions to an Agency

- 1) Select the Agency contribution you would like to stop.

Combined Giving

Deductions

Agency	Description	Giving Amount
8850	Animals Are First Fund (ARFF)	\$10.00
8706	American Heart Association, Western States Affiliates, Los Angeles	\$5.00

Deduction Total

\$15.00

- 2) Within the “Edit Deduction” menu select the remove button.

Cancel Edit Deduction Save

Deduction Information

Combined Giving Agency 8706

American Heart Association, Western States Affiliates, Los Angeles

*Combined Giving Amount \$5.00

Remove

- 3) A pop-up will appear asking to confirm the removal. Select “YES”.

Are you sure you want to remove the deduction?

Yes No

- 4) A pop-up will appear that your selection has been saved and the pay date you will see the changes. Select “OK”.

Your selections have been saved. These changes will be reflected in the paycheck to be issued 09-23-2020.

OK

- 5) Your Combined Giving screen will reflect the removal of the chosen Agency.

Combined Giving

Deductions

Agency	Description	Giving Amount
8850	Animals Are First Fund (ARFF)	\$10.00

Deduction Total \$10.00

Modify a Contribution to an Agency

- 1) Select the Agency you would like to modify.

Combined Giving

Deductions

Agency	Description	Giving Amount
8850	Animals Are First Fund (ARFF)	\$10.00
8706	American Heart Association, Western States Affiliates, Los Angeles	\$5.00

Deduction Total \$15.00

- 2) With the Edit Deduction menu, change the amount of your contribution. Then select "SAVE".

Cancel Edit Deduction Save

Deduction Information

Combined Giving Agency 8706

American Heart Association, Western States Affiliates, Los Angeles

*Combined Giving Amount \$2.00 x

Remove

- 3) A pop-up will appear that your selection has been saved and the pay date you will see the changes. Select "OK".

Your selections have been saved. These changes will be reflected in the paycheck to be issued 09-23-2020.

OK

- 4) Your Combined Giving screen will reflect the Agency contribution change along with the total contribution being changed.

Combined Giving

Deductions

Agency	Description	Giving Amount
8850	Animals Are First Fund (ARFF)	\$10.00
8706	American Heart Association, Western States Affiliates, Los Angeles	\$2.00

Deduction Total \$12.00