How Do I Make a Gift to Suffolk Through Payroll Deduction?

Workday for Employees

OVERVIEW

Payroll voluntary deductions are an easy way for University employees to make gifts directly and automatically from a paycheck. This job aid explains how employees can setup one-time or ongoing employee contribution.

Whatever your job at Suffolk is, you help provide an unequaled, day-to-day experience for our students. Donations not only help with scholarship funding, they also provide students with countless opportunities to enjoy activities and initiatives. By making a gift to Suffolk through a payroll deduction, you can have an even greater impact on the University we all love.

Summa Gift Levels	
President's Circle	$ 25,000 +
Deans' Circle	$ 10,000 +
Gleason Archer Circle	$ 5,000 +
Member	$ 1,000 +

We appreciate the many contributions you already make to help provide rich, life-changing experiences. Thank you for all that you do to help enhance our students' Suffolk experience!

CONTENTS

How Do I Make a Gift to Suffolk Through Payroll Deduction?

Workday for Employees

How do I Add Voluntary Deduction?

1. Log in to Workday [(suffolk.edu/workday)](suffolk.edu/workday) (user name and password are the same as your Suffolk email).

2. From your home page search for **Voluntary Deductions**.
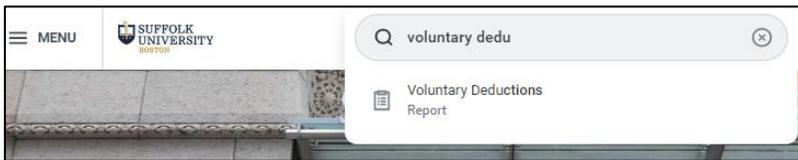
Note: you can access **Voluntary Deductions** form **Benefits and Pay Hub** as well.
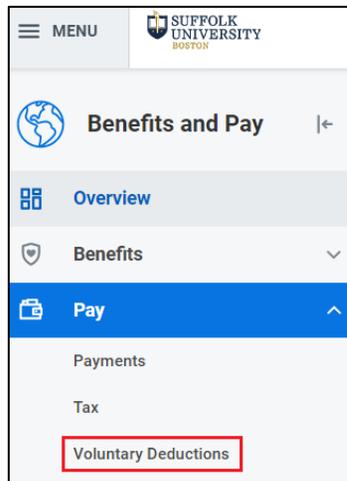
3. Select **Add** button.
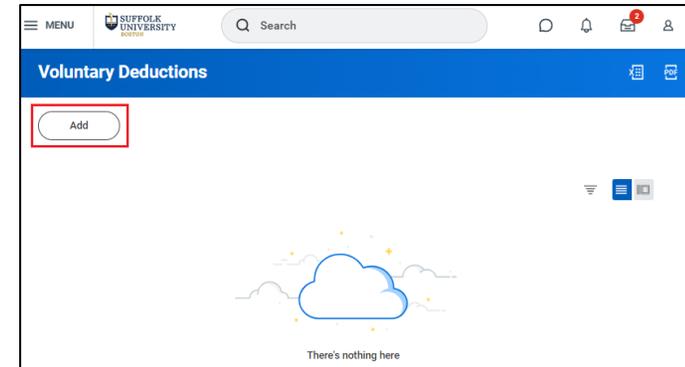
4. In Add Voluntary Deduction popup window select **Your Suffolk Donation.**
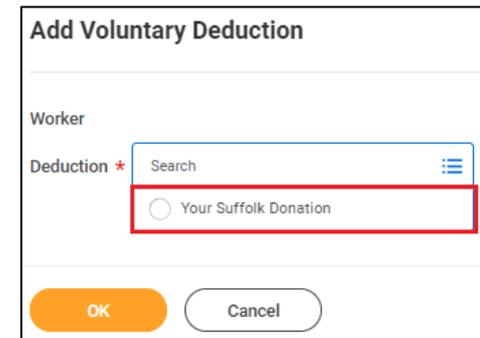
How Do I Make a Gift to Suffolk Through Payroll Deduction?

Workday for Employees

5. Next select **Purpose** of your donation.

   Note: Suffolk University supports more than 25 charitable causes within the organization.

6. Next, select the **Frequency** of your donation.

   Is this a one-time donation or do you wish the donation to be Ongoing (multiple pay periods)?

7. **Start Date** will auto populate based on next applicable pay period.

   Note: If you chose **Ongoing** as the Frequency, you would see an option to enter an **End Date** for the deduction or leave it open-ended, which will go on until you decide to end it.

8. The **Type** field will default to **Amount**.

9. Enter the dollar amount you wish to donate in the **Value** field.

10. Click the **OK**.

11. Click the **Done**.

How Do I Make a Gift to Suffolk Through Payroll Deduction?

Workday for Employees

How do I Stop Voluntary Deduction?

1. Log in to Workday [(suffolk.edu/workday)](suffolk.edu/workday) (user name and password are the same as your Suffolk email).

2. From your Workday's home page search for **Voluntary Deductions**.
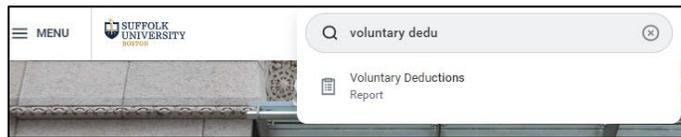
   Note: you can access **Voluntary Deductions** form **Benefits and Pay Hub** as well.
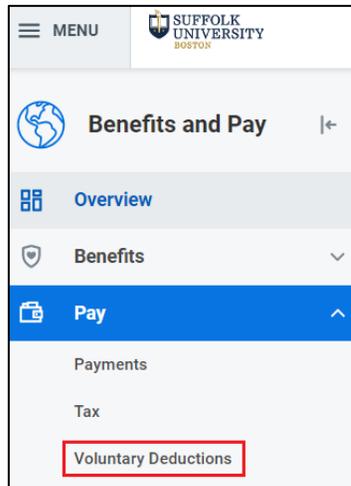
3. In Voluntary Deduction screen, select **Edit**
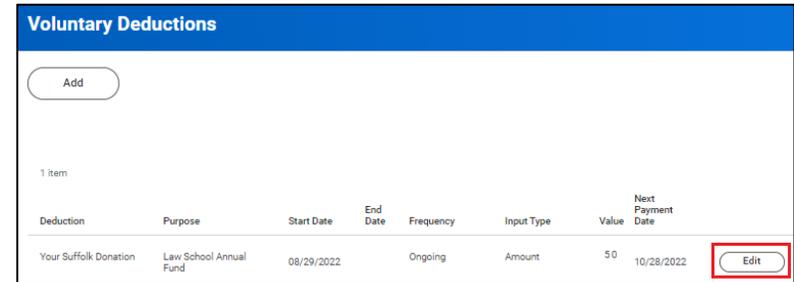
4. Enter **End Date** and click **OK**.
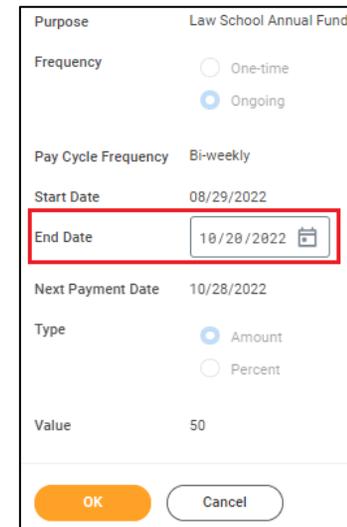
How Do I Make a Gift to Suffolk Through Payroll Deduction?

Workday for Employees

How do I Change Amount on Existing Voluntary Deduction?

1. Log in to Workday [(suffolk.edu/workday)](suffolk.edu/workday) (user name and password are the same as your Suffolk email).

2. From your Workday's home page search for **Voluntary Deductions**.
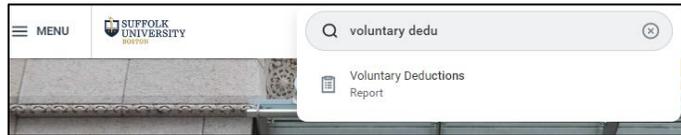
   Note: you can access **Voluntary Deductions** form **Benefits and Pay Hub** as well.

3. First, you will need to stop existing deduction, please follow steps from page 4.

4. Next, you will need to add new election, please follow steps from page 2.

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