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.

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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!

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**Workday for Employees**

**How do I Add Voluntary Deduction?**

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

2. From your home page search for **Voluntary Deductions**.

3. Select **Add** button.

4. In Add Voluntary Deduction popup window select **Your Suffolk Donation**.

**Note:** you can access Voluntary Deductions form Benefits and Pay Hub as well.
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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**.
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How do I Stop Voluntary Deduction?

1. Log in to 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?

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How do I Change Amount on Existing Voluntary Deduction?

1. Log in to 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.