

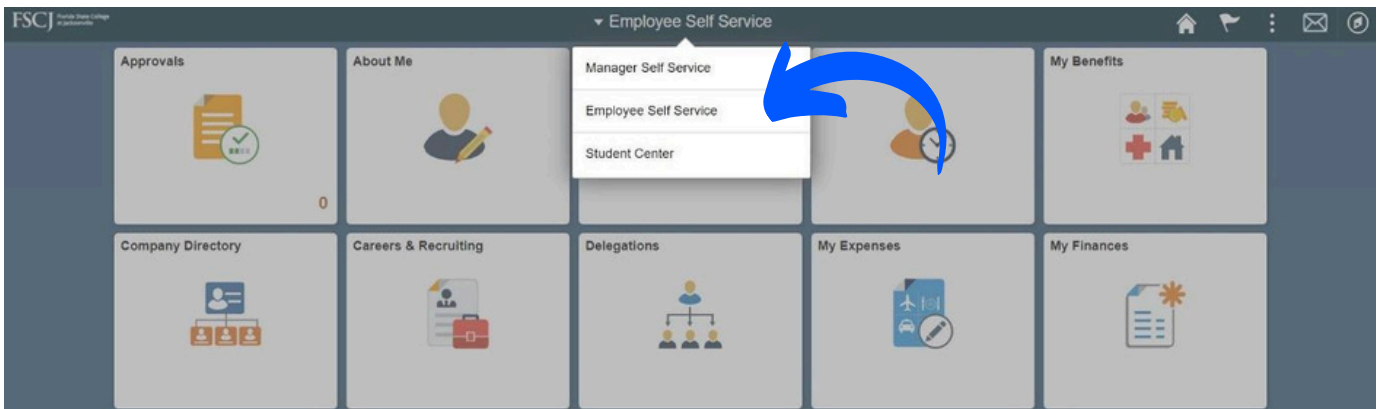
Employee Giving Payroll Deduction

Thank you for your commitment to support FSCJ

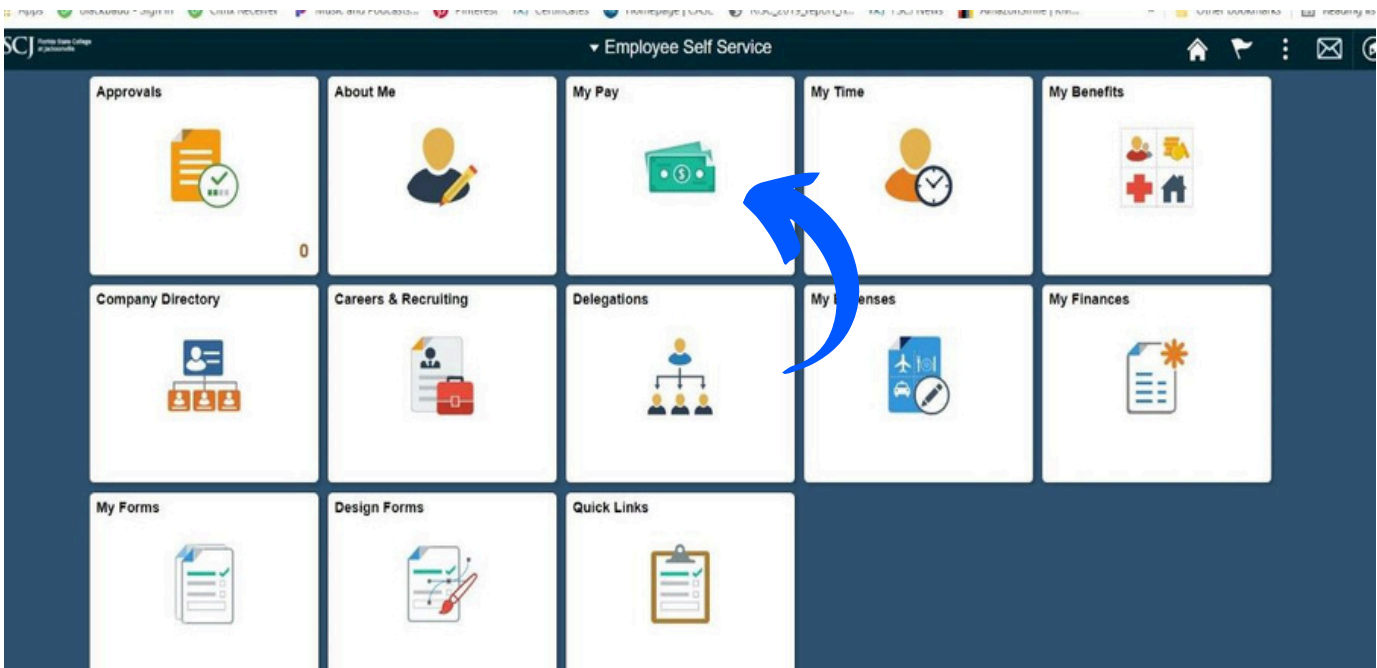
Please follow these directions to authorize your gift through payroll deduction:

1) Login at <https://fscj.onelogin.com>

2) Go to "Employee Self Service."



3) Select "My Pay".



4) Click "Voluntary Deductions"

The screenshot shows the 'Employee Self Service' interface with a 'My Pay' header. On the left is a navigation menu with items: View Paycheck, Paycheck Modeler, W-4 Tax Information, View W-2/W-2c Forms, W-2/W-2c Consent, W-2 Reissue Request USA, Voluntary Deductions (highlighted with a blue arrow), and Compensation History. On the right is a 'Paychecks' table with columns: Check Date, Company, and Pay.

Check Date	Company	Pay
01/21/2022	FL State Coll at Jacksonville	01/01/2022 01/15/2022
01/07/2022	FL State Coll at Jacksonville	12/16/2021 12/31/2021
12/22/2021	FL State Coll at Jacksonville	12/01/2021 12/15/2021
12/22/2021	FL State Coll at Jacksonville	12/01/2021 12/15/2021
12/08/2021	FL State Coll at Jacksonville	11/16/2021 11/30/2021

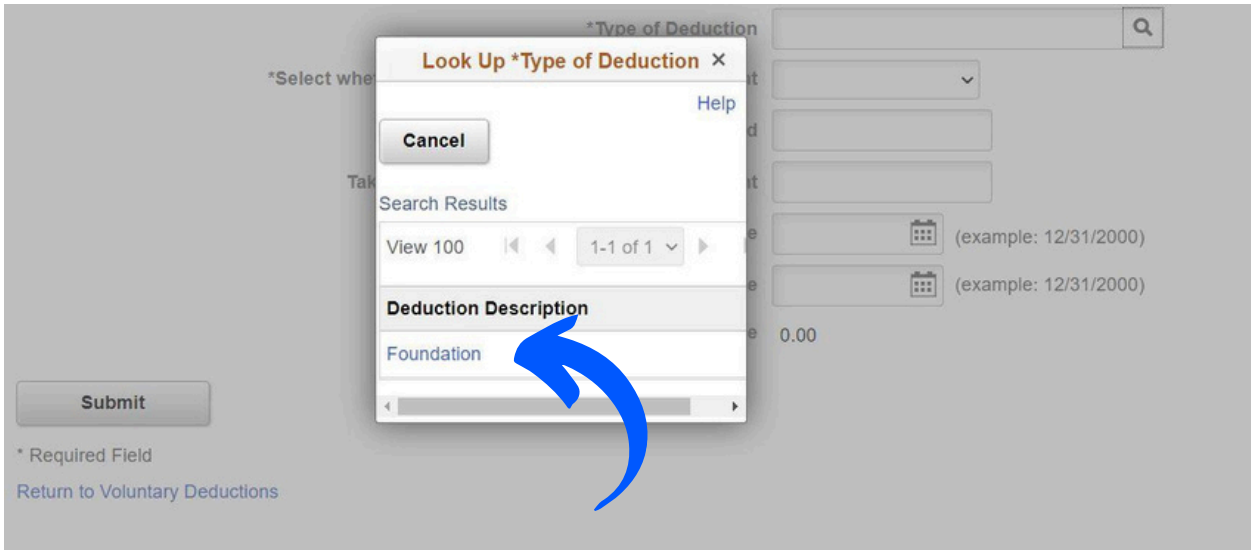
5) Click "Add Deduction"

The screenshot shows the 'Add Voluntary Deduction' form. The left navigation menu has 'Voluntary Deductions' highlighted with a blue arrow. The form title is 'Add Voluntary Deduction' for Danielle Thompson at FL State Coll at Jacksonville. The form includes the following fields:

- *Type of Deduction: Searchable dropdown menu
- *Select whether Deduction is a Flat Amount or Percent: Dropdown menu
- *Enter Amount or Percent to be deducted: Text input field
- Take deduction until I reach this Goal Amount: Text input field
- *Enter Deduction Start Date: Date picker (example: 12/31/2000)
- Enter Deduction Stop Date: Date picker (example: 12/31/2000)
- Current Balance: 0.00

At the bottom, there is a 'Submit' button, a legend for '* Required Field', and a 'Return to Voluntary Deductions' link.

6) Under "Type of Deduction," click the magnifying glass and select "Foundation."



7) Enter your commitment. *Example:*


*Type of Deduction	Foundation
*Select whether Deduction is a Flat Amount or Percent	Amount
*Enter Amount or Percent to be deducted	5.00
Take deduction until I reach this Goal Amount	
*Enter Deduction Start Date	2/1/2022 (example: 12/31/2000)
Enter Deduction Stop Date	(example: 12/31/2000)
Current Balance	0.00

Please note:

The minimum contribution allowed through payroll deduction is \$1.00 per pay period.

A begin date for your contribution is required. If you would like your contribution to be ongoing, leave the stop date blank.

8) Click Submit



*Type of Deduction

*Select whether Deduction is a Flat Amount or Percent

*Enter Amount or Percent to be deducted

Take deduction until I reach this Goal Amount

*Enter Deduction Start Date (example: 12/31/2000)

Enter Deduction Stop Date (example: 12/31/2000)

Current Balance 0.00

After submitting payroll deduction form

9) [Complete registration form](#) with the area of interest you would like your gift to be directed to.

- *First Generation (Donations are matched 2:1 match by the state, tripling the impact of your gift!)*
- *Athletics*
- *Artist Series*
- *Scholarships*
- *FSCJ Foundation*
- *Use My Donation Where it is Needed The Most*
- *Other Designation (Give to a known Fund)*

For any inquires or questions you can reach us at:

foundation@fscj.edu | (904) 633-5955 | 501 W. State St., Jacksonville, FL 32202

Thank you for participating in the
"I'M IN" Employee Giving Campaign!

FSCJ | Foundation