To update your donation elections follow the steps below:

1. **Menu>Self Service>Payroll and Compensation> Voluntary Deductions**

   ![Menu and Submenu Screenshot]

2. **Select “Add Deduction”**

   ![Voluntary Deductions Table]

   ```
<table>
<thead>
<tr>
<th>Deduction Type</th>
<th>Start Date</th>
<th>Stop Date</th>
<th>Status</th>
<th>Deduction</th>
<th>Goal Amount</th>
<th>Goal Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
   ```

   ![Add Deduction Button]
3. Click the magnifying class in order to select a charity

*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
4. Complete each required section. Total Goal Amount should be per pay period donation amount x 26.

- **Type of Deduction**
- *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: 130
- *Enter Deduction Start Date*: 01/01/2019
- *Enter Deduction Stop Date*: 12/31/2019
- Current Balance: 0.00

**Additional Information**

- Donations can be made for one or more charities by repeating the above process.
- Salt Lake County Cares donations are through **Payroll Deduction Only**
  a. *(REMEMBER deductions are per pay-period not by month)*
- Employees choosing to donate to one or more charity partners listed under a **Main Charity** (Community Health Charities, Community Shares/Utah or United Way of Salt Lake) must complete the **2018/2019 Salt Lake County Cares Donation Form**.
- Email the completed form to **CharitableGiving@slco.org** OR send to Human Resources, Suite N4-700.
- For ongoing donations leave Goal Amount and Deduction End Date fields blank.

If you have questions please contact your agency Payroll Coordinator or Brittany Clough at 385-468-0563 or by email at **CharitableGiving@slco.org**