

Donation Instructions

2018/2019 Salt Lake County Cares



To update your donation elections follow the steps below:

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

The screenshot shows a search menu with a search bar and a list of categories. The 'Self Service' category is highlighted, and its sub-menu is open, showing 'Payroll and Compensation' highlighted. The 'Payroll and Compensation' sub-menu is also open, showing 'Voluntary Deductions' as one of the options.


2. Select "Add Deduction"

Voluntary Deductions

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	

[Add Deduction](#)


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

Look Up *Type of Deduction ✕

Help


Cancel

Search Results

View 100 First  1-5 of 5  Last

Deduction Description
Children's Justice Center
Community Health Charities UT
Community Shares Utah
Shelter Kids
United Way


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

*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

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

