



## 2015 Doing Good in the Neighborhood Campaign Employee Payroll Deduction Information

Employees can now manage their Doing Good in the Neighborhood payroll deductions through the **Duke@Work self-service portal**.

### Navigation

To access your payroll deduction giving options, log on to Duke@Work at [work.duke.edu](http://work.duke.edu) and follow these steps:

- Click on the My Info tab
- Click on the My Pay tab
- Click on the **Gift Deductions to Duke or Doing Good in the Neighborhood** link under **Payroll Deductions**.

From the Payroll Gift Deduction Management screen, you can view your current deductions and make modifications, if needed. Note this screen has three bars/sections:

- **Giving to Duke**
- **Gifts to Doing Good in the Neighborhood**
- **Instructions**

Click the button on the far right side of the **Instructions** bar and the following instructions will display:

### To Create a New Deduction

1. Select either the **New Recurring** or **New One Time** payment option listed under either the **Giving to Duke** or **Gifts to Doing Good in the Neighborhood** sections.
2. Enter the dollar amount you would like to give.
3. In the box labeled **Where do you want your gift to go?**, click the tab at the end of the box to see a list of funds. You may want to expand the box to read the full text description for each fund. You may also search the fund list by typing a key word or fund code – the box will list available fund codes containing that word or fund.
4. If you want to make a one-time deduction, indicate the pay period you would like the payment to be made. If you want to make recurring deductions, indicate the pay period for your first deduction.
5. If you do not enter an end date for your final deduction, the default date 12/31/9999 will remain in place and your deductions will continue until you

- make further modifications.
6. Click on **OK** to return to see your changes.
  7. When complete, click **Update Deductions**.
  8. Review and confirm your choices by clicking the **Accept** button.

#### To Change an Existing Deduction

1. Select the line you want to edit.
2. To change the dates or amount of your deduction:
  - a. Select **Edit**.
  - b. Change dates or amount, as applicable.
  - c. Click **OK**.
3. To change the deduction to a different fund or purpose:
  - a. Select the **Stop Now** or **Stop Later** button on your existing deduction and indicate the last payroll deduction date for that fund.
  - b. Click **OK**.
  - c. Follow the instructions for **Create a New Deduction, above**, to set up a deduction to the new fund or purpose.
4. When complete, click **Update Deductions**.
5. Review and confirm your changes by clicking the **Accept** button.

We will send an email to your Duke e-mail address verifying the changes you've made.

If you have any questions or need assistance, please call Alumni and Development Records at 684-2338. Thank you for your support.