



AUTOMATIC PAYROLL DONATIONS

Enrolling In Automatic Payroll Donations

Automatic payroll donations make it easy to donate to The Homer Fund year-round. Associates can enroll individually or provide information to their Community Captain for enrollment. Individuals can also check their donation amount and modify it whenever they want. Both individuals and captains can enroll in automatic payroll donations by using https://thdhomefund.org/donate/payroll_donation/.

Here's how it works:

Individual Associates: Enrolling In Or Modifying Donations

STEP 1: Select the button to **Enroll** or **Modify** your automatic payroll donations. If you're not sure if you've enrolled before, choose **Modify** to double check. And don't worry if you've enrolled a second time. The payroll system will just cancel your previous donation amount and continue with the new amount - it will never deduct your paycheck twice.

STEP 2: Log in to the donations system using your LDAP (myApron) user name and password. You'll also be asked to confirm it's you with the last four digits of your SSN. If you're seeing an error message here, someone before you forgot to log out of myApron. Just close out of the browser window completely and start again to refresh the system.

STEP 3: Choose your donation amount and select submit! Your first donation will happen on your next pay cycle.

A screenshot of a web browser window titled "Automatic Payroll Deduction Enrollment". The page has a purple header with the text "Select Amount". On the left, there is a logo for "The Homer Fund" with the tagline "Making Tomorrow Possible" and "SINCE 1999". The main content area is white and contains the following text: "Welcome [redacted] You are currently contributing [redacted] per pay period." Below this, it says "Choose the amount you would like to donate every pay period:" followed by five radio button options: "\$5 to help an associate connect utilities in a new apartment after a fire destroyed his family's home.", "\$10 to purchase new clothes for a child whose home and personal belongings were destroyed in a tornado.", "\$15 to help pay for a month of missed rent for an associate on medical leave undergoing cancer treatments.", "\$20 to help pay for funeral expenses for an associate's spouse who unexpectedly passed away in an auto accident.", and "\$ [input field] (Minimum: \$1)". At the bottom right, there is a checkbox for "Sign up for the Homer Fund e-mail team" and a "Submit" button.

Community Captains: Enrolling In Or Modifying Donations For Your Associates

STEP 1: Collect automatic payroll donation information from your associates. You'll need their Associate ID and the confirmed amount they wish to donate each paycheck. To make it easy, you can **download the Contribution Form on thd.co/SupportTHF** and ask associates to fill it out for you.

STEP 2: Select the Captains button to **Enroll** or **Modify** automatic payroll donations for your associates. If an associate is not sure if they've enrolled before, choose **Enroll**. If they've enrolled before, the payroll system will just cancel their previous donation amount and continue with the new amount - it will never deduct their paycheck twice.

STEP 3: Log in to the donations system using your LDAP (myApron) user name and password. You'll also be asked to confirm it's you with the last four digits of your SSN. If you're seeing an error message here, someone before you forgot to log out of myApron. Just close out of the browser window completely and start again to refresh the system.

STEP 4: Enter the Associate ID numbers and donation amount per pay period. Keep it simple and leave out the decimal points in the donation amount. It's too easy to type "500" instead of "5.00", and the system does not require a decimal point to note the donation amount. If you enter an associate ID incorrectly, the system will flag it as invalid and notify you to correct the information.

STEP 5: Click submit. The system will give you a green check mark if all is good! Associates can expect to see the first donation on the next pay cycle.

STEP 6: Give the associate a copy of the donation form and keep a copy for your records.

When Will I See My Entered Donors Reflected On Reporting?

New automatic payroll donations have to process through a pay cycle before you will see the associate reflected as a donor on weekly participation reporting. Here's an example:

	Sun	Mon	Tues	Wed	Thu	Fri	Sat
Week 1	All new payroll donors signed must process through a pay cycle before they will show on updated reporting.						
Week 2	All new payroll donors signed must process through a pay cycle before they will show on updated reporting.						
Week 3	PAY CYCLE ENDS	Pay cycles end on Sundays. New payroll donors will make the first donation on Friday's paycheck.				PAY DAY	
Week 4	★ New payroll donors from the previous pay cycle will show on Monday's updated reporting. This happens AFTER PAY DAYS.						

Donations entered by captains will be reflected on the participation report daily with the exception of payroll donations, which will be reflected after the pay cycle as shown on the calendar.