

Combined Charities Giving

A step-by-step guide for employees entering charitable deductions in Self Service.

Introduction

This guide explains how to enter or change voluntary charitable deductions using the Self Service portal. These voluntary donations to combined charities will be automatically deducted from an employee's biweekly paycheck.

Why This Matters

Combined Charities Giving provides an easy and secure way for employees to voluntarily donate money to Minnesota charities.

Minnesota State Employees Combined Charities Campaign

The Minnesota State Employees Combined Charities Campaign is conducted annually in the fall. During this campaign, state employees are encouraged to support the organization(s) of their choosing from the list of Charitable Federations that have been approved for participation in the campaign. Employees can establish a biweekly payroll deduction for the coming calendar year for any of the approved charitable organizations.

On October 1 each year, the list of approved Charitable Federations is updated. From October 1 through December 31, new deductions added apply to the next calendar year. To continue deductions for the next year you must **ADD** a deduction. Current or future deductions can be updated all calendar year, *but they stop with the last paycheck at the end of the year.*

Privacy Notice to All Employees (Tennessee Warning)

State employee charitable donations are private data. The information you provide to make voluntary deductions on Management & Budget's Self Service website will be used to enter your charitable gift, by payroll deduction, to federations and charitable organizations you specified which are participating in the Minnesota State Employees Combined Charities Campaign.

You are not obligated in any way to make a charitable contribution, and no negative consequences will result from your decision. If you choose to donate, you will need to specify the organization(s) to receive donations and the dollar amount, so that your donation can be processed. The only consequence for not providing the requested information is you will not be able to donate to participating charitable organizations through payroll deduction. By providing the requested

information, you are authorizing the following individuals and entities to receive your information in order to help process your charitable gift: designated Management & Budget staff, designated Combined Charities Board members, and the federations and charities which you have designated to receive a donation. Your data will be sent to the organizations specified, including indicating one-time gifts and donations to affiliated organizations. If there are any questions regarding your donation, the information you enter will be used to contact you. Others who may legally access your donation data include representatives of the Legislative Auditor, enforcement agencies with proper authority, and persons or entities authorized by state or federal law or court order.

Accessing Combined Charities Giving

1. Sign in to the Self Service portal at <https://mn.gov/selfservice>.
2. Select the **Combine Charities Giving** tile from the Self Service landing page.



Add a New Charitable Deduction

1. From **Voluntary Deductions** page, select **Add Deduction** button.
2. Select **Type of Deduction** and choose a Combined Charity Federation from the list displayed.
 - Enter **Amount to be deducted** per pay period (minimum \$1.00).
 - Enter **Take deduction until I reach this Goal Amount** (optional). This is the total amount that will be deducted during the calendar year.
 - Enter **Deduction Start Date**. If you are adding the deduction during the Combined Charities Campaign beginning annually on October 1 through December 31, accept the default start date to have the deductions begin during the first pay period of the next year.
 - Enter **Deduction Stop Date** (optional). If you are adding the deduction during the Combined Charities Campaign beginning annually on October 1 through December 31, accept the default stop date.
 - Select **Save** button.
 - Select **OK** button at **Save Confirmation** page.

Note: Combined Charities are updated annually on October 1. New deductions entered between October 1 through December 31 will be applied to the next calendar year.

Voluntary Deductions
Add Voluntary Deduction

State of Minnesota

*Type of Deduction

*Enter Amount to be deducted:

Take deduction until I reach this Goal Amount

*Enter Deduction Start Date

*Enter Deduction Stop Date:

Current Balance:

0.00

Save

Return to List

* Required Field

United Way Of Gtr Twin Cities

5.00

50.00

10/01/2026

12/15/2026

Voluntary Deductions
Save Confirmation

✓

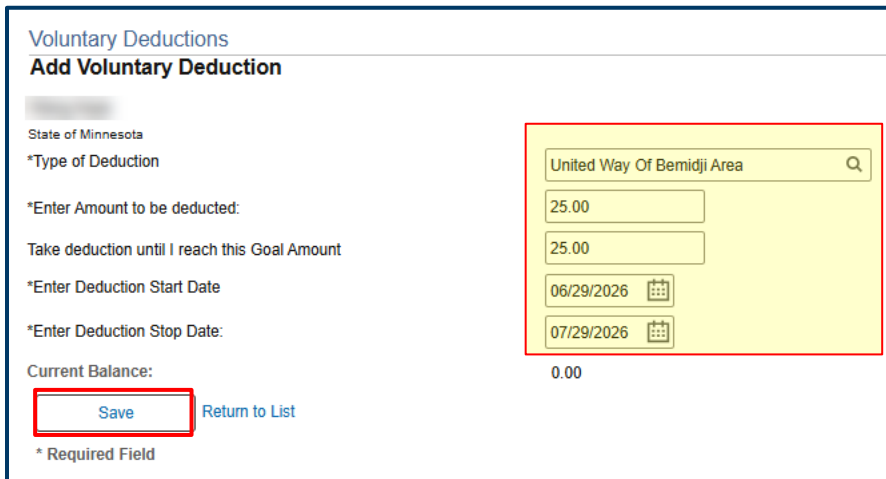
The Save was successful.

However, due to timing, your change may not be reflected on the next paycheck.

OK

Add a One-Time Charitable Deduction

1. From **Voluntary Deductions** page, select **Add Deduction** button.
2. Select **Type of Deduction** and choose a Combined Charity Federation from the list displayed.
 - Enter **Amount to be deducted** from one paycheck (minimum \$1.00).
 - Enter the same amount in **Take deduction until I reach this Goal Amount**.



Voluntary Deductions

Add Voluntary Deduction

State of Minnesota

*Type of Deduction: United Way Of Bemidji Area

*Enter Amount to be deducted: 25.00

Take deduction until I reach this Goal Amount: 25.00

*Enter Deduction Start Date: 06/29/2026

*Enter Deduction Stop Date: 07/29/2026

Current Balance: 0.00

Save [Return to List](#)

* Required Field

- In **Enter Deduction Start Date**, accept the default, or enter a date in the future. If you are adding the deduction during the Combined Charities Campaign beginning annually on October 1 through December 31, accept the default date to have the one-time deduction taken during the first pay period of the next year.
- In **Enter Deduction Stop Date**, accept the default or enter a date at least one month after the start date.
- Select **Save** button.
- Select **OK** button at **Save Confirmation** page.

View or Update a Charitable Deduction

1. **To View:** From **Voluntary Deductions** page, view Voluntary Deductions details grid.
2. **To Update:** Select **Edit** button.
 - Update **Enter Amount to be deducted** from each paycheck.
 - Update **Take deduction until I reach this Goal Amount** (optional).
 - Update **Enter Deduction Stop Date** (optional).
 - Select **Save** button.
 - Select **OK** button on **Save Confirmation** page.

Stop a Charitable Deduction

1. From **Voluntary Deductions** page, select **Edit** button.
2. Enter **Deduction Stop Date**.
3. Select **Stop Deduction** button.
 - When stopping a current deduction, both the Enter **Deduction Start Date** and the **Enter Deduction Stop Date** will change to the current date.
 - When stopping a future deduction (one that has not become effective yet) the date in the **Enter Deduction Stop Date** automatically changes to the same date in the **Enter Deduction Start Date** field.
 - Depending on when the stop request was entered, and where that date falls within the pay period, the deduction will be stopped for the earliest possible pay period.
4. Select **Save** button.
5. Select **OK** button on **Save Confirmation** page.

Voluntary Deductions
Change My Current Voluntary Deductions

State of Minnesota

*Type of Deduction

United Way Of Gtr Twin Cities

*Enter Amount to be deducted:

5.00

Take deduction until I reach this Goal Amount

50.00

*Enter Deduction Start Date

06/25/2026

*Enter Deduction Stop Date:

06/25/2026

Stop Deduction

Current Balance:

0.00

Save

Return to List

* Required Field

Request an Acknowledgement or Designation Letter

1. From **Voluntary Deductions** page, select **Designations/Acknowledgement** button.

Voluntary Deductions
State of Minnesota
Review, add or update your voluntary deductions information.

Voluntary Deductions

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
United Way Of Gr Twin Cities	06/25/2026	12/15/2026	Currently	\$5.00	50.00	0.00	Edit

[Add Deduction](#)
[Designations/Acknowledgement](#)

Charitable organizations in the Combined Charities Campaign do not provide goods or services, in whole or part, for any contributions made by payroll deduction.
Please print this page for your records after making your changes. This printout can be used in place of your pledge card to meet the Internal Revenue Service (IRS) regulations.

2. Complete Form and select **Next** button.

[Home](#)
[Help](#)

This application is not part of Self-Service.

[Home](#)

Privacy Notice To All Employees (Tennessen Warning)

State employee charitable donations are Private data. This online designation form links your data from Minnesota Management And Budget's Self Service website. The information you provide to make voluntary designations on Management & Budget's Designation website will be used to enter your charitable gift, by payroll deduction, to charitable organizations you specify through the participating federations in the Minnesota State Employees Combined Charities Campaign. You are Not obligated in any way to designate your contribution And no negative consequences will result from your decision. If you choose To designate your donation, you will need To specify the organization(s) To receive your designation And the dollar amount, so that your designation can be processed. The only consequence For Not providing the requested information is you will Not be able To receive an acknowledgement Of your donation from the participating charitable organizations through payroll deduction. By providing the requested information, you are authorizing the following individuals And entities to receive your information In order To help process your charitable gift: designated Management & Budget staff, designated Combined Charities Board members, And the federations And charities which you have designated to receive a donation. Your data indicating one-time gifts And designations To affiliated organizations will be sent To the organizations specified. If there are any questions regarding your donation, the contact information you enter will be used to contact you. Others who may legally access your donation data include representatives of the Legislative Auditor, enforcement agencies with proper authority, And persons Or entities authorized by state Or federal law Or court order.

☐ Check this box if you want to remain anonymous - you will not be able to change your designations later or get a confirmation from the charity

* Name

Jane Doe

* Email

jane.doe@state.mn.us

Phone

123-456-7890

[Next](#)

3. Select applicable Combined Charity hyperlink.
4. Complete Form.
 - Enter amount for **Pledge this amount per pay period.**

- Enter **end goal amount** if applicable.
- **Select a charity** from drop down arrow.
- Enter **Amount Donated Per Pay Period**.
- Select checkbox if **this is a one-time donation**.
- Select checkbox if **acknowledgement** is desired.
- Select **Submit** button.

Note: If you have any questions on the use of this application, send an email to:
combinedcharities.dot@state.mn.us

Problems and Solutions

I can't add a charitable deduction. An error message displays indicating that the start date must be sometime in the future between December of this year and December of the following year.

- Beginning October 1, new charitable deductions can no longer be entered for the current calendar year. All transactions entered beginning October 1 will default with start and stop dates for the upcoming calendar year. Current or future deductions can be updated all year, but they stop at the end of the current calendar year.

My charitable deduction record was saved successfully, but I received a message about the Stop Date, and the system changed the stop date I had entered.

- You can't add a charitable deduction that has a Stop Date that extends into the following calendar year, or includes a pay period that has days that are worked in the current year – but paid in the next calendar year. All charitable deductions stop at the end of the calendar year. To continue deductions for the next year you must ADD a new record.

A charitable deduction that has been taken from my paycheck does not appear on the Voluntary Deductions page.

- Only current and future-dated charitable deductions display. Deductions that are no longer being taken because the Goal Amount or Stop Date has been reached are considered historical rows, and do not display.

There is no amount displaying in the Current Balance field.

- An amount only displays in the Current Balance field if you completed the *Take deduction until I reach this Goal Amount* field.

The Save Confirmation message indicates, “The save was successful. However, due to timing, your change may not be reflected on the very next paycheck.” How can I tell for sure when the change will be effective?

- Check with your agency payroll staff.

Charitable Deductions information that was entered has disappeared.

- You may not have saved the record.
- It may have been stopped. Once it is stopped, it is considered a historical record and only current and future records display.

I need to document my charitable contribution for the Internal Revenue Service (IRS).

- Printing the Voluntary Deductions page can be used in place of a pledge card to meet the IRS regulations.