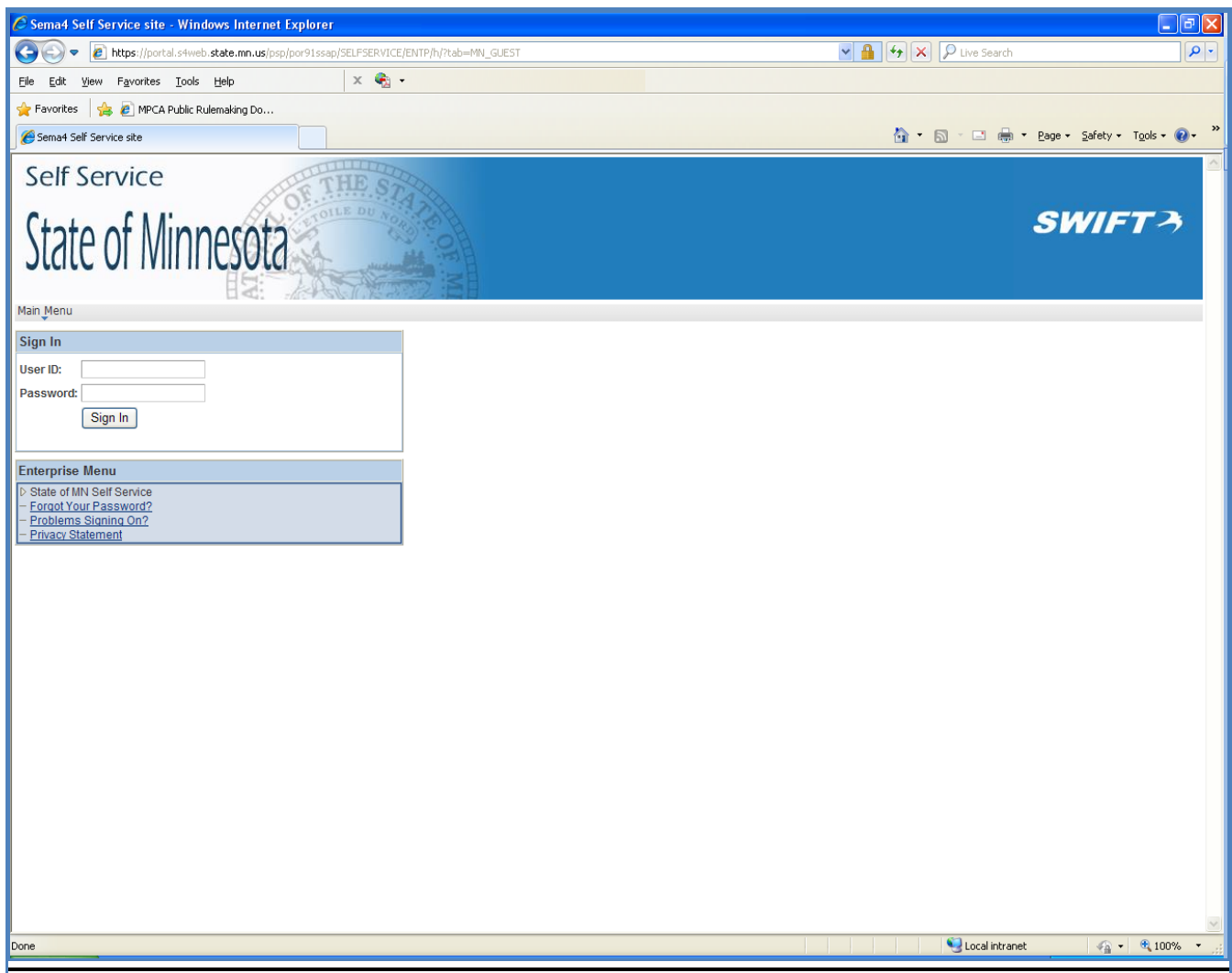


MN Combined Charities Campaign

Step-By-Step instructions

How to Pledge

Before you begin, look through the different charitable federations participating in the campaign this year to find the one or more charities to which you would like to donate. More information about each participating federation and their affiliated charities can be found at www.charities.state.mn.us/charities. Once you find your choice(s), continue with the steps listed below.



Step One

Log into the State of Minnesota Employee Self Service website:
www.state.mn.us/employee

Base Navigation Page - Windows Internet Explorer

https://portal.s4web.state.mn.us/

File Edit View Favorites Tools Help

Base Navigation Page

Home | Print | Sign out

Self Service

SWIFT

Main Menu > State of MN Self Service

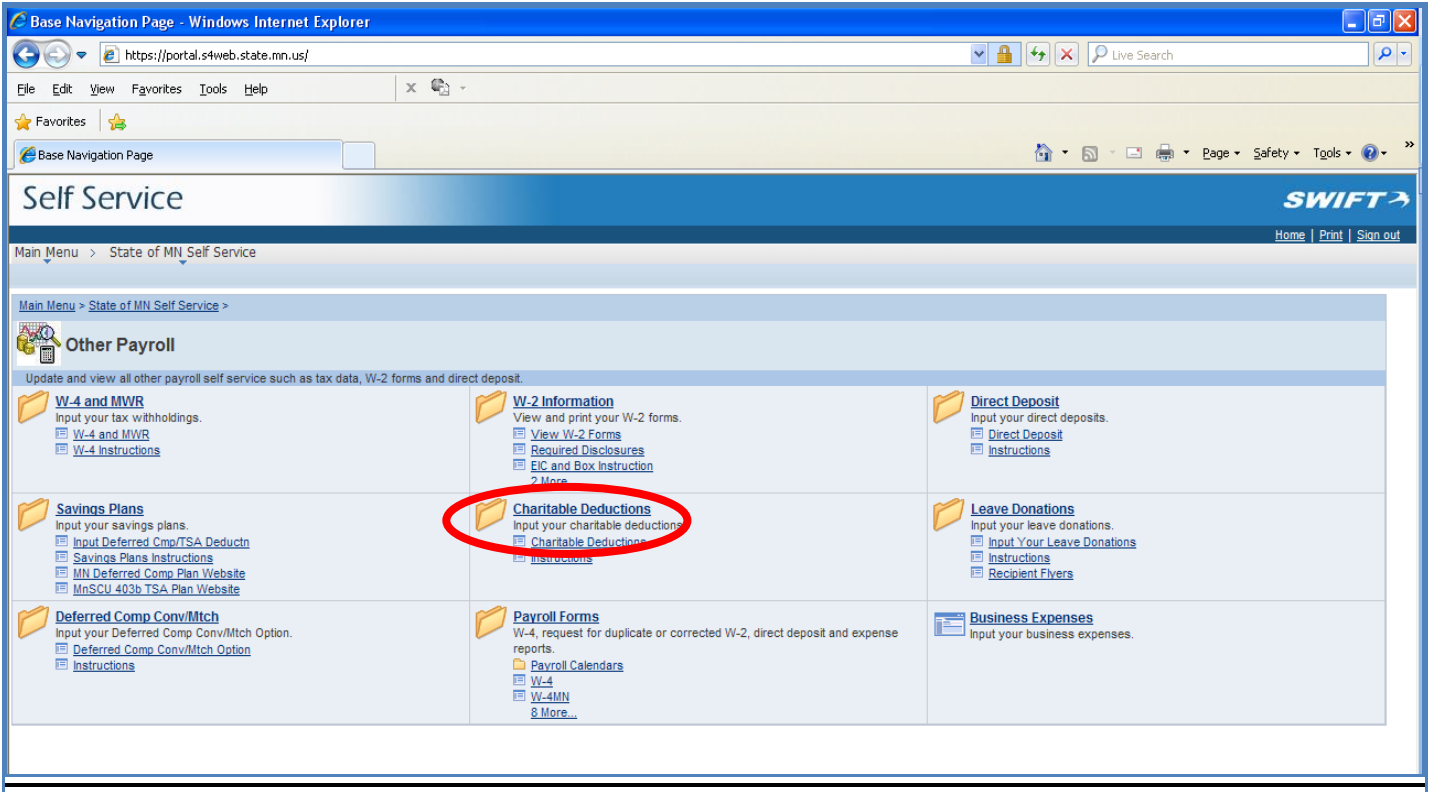
Main Menu >

State of MN Self Service

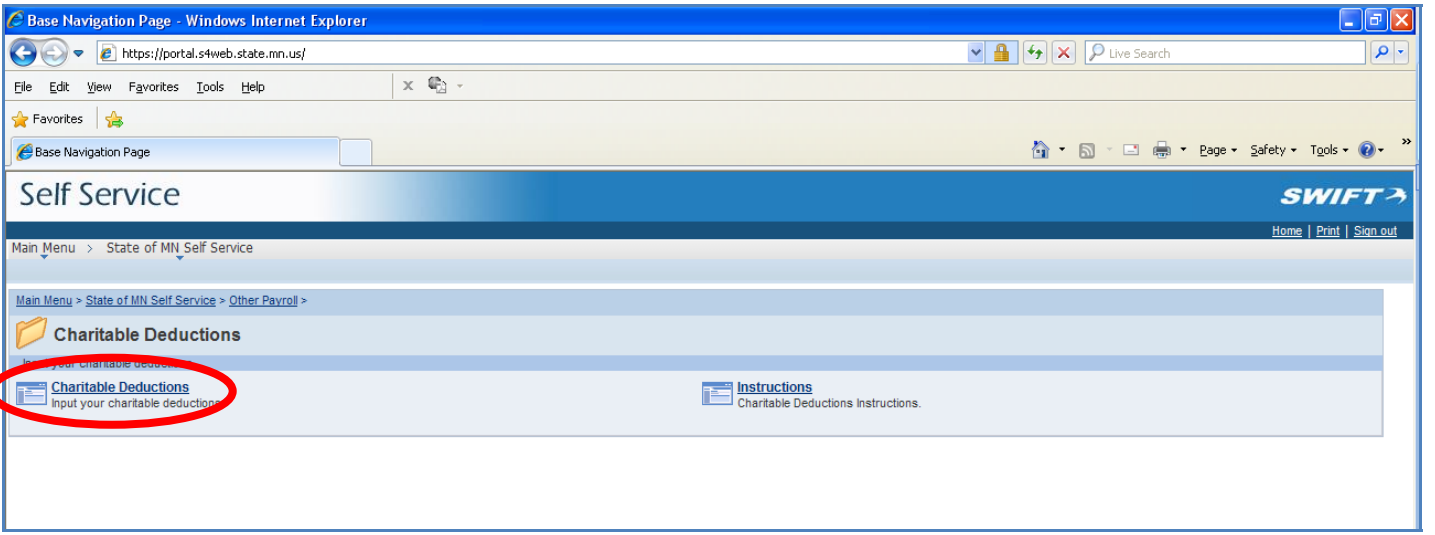
State of Minnesota Employee Self Service information and activities.

My Paystub View paystub information. View Paystub Pay Calculation Instructions	Time Entry Enter time worked and leave taken.	Benefits Link to insurance information and enrollment. Benefits Summary Dependent Coverage Benefits Enrollment
My Leave Activity View Leave information. My Leave Activity Instructions	Other Payroll Update and view all other payroll self service such as tax data, W-2 forms and direct deposit. W-4 and MVR W-2 Information Direct Deposit 6 More...	My Personal Information Update home address, phone numbers, email address, and emergency contact information. View name and marital status. Skills Profile Personal Information Summary Home and Mailing Address 9 More...
Announcements Check for information employees need to know.	Need Assistance? If you have questions or you are having problems with this website. Problems with website? Employee Contacts	My profile Change My Password and Password Hint. Set options to improve compatibility with screen reading software.
Learning View and maintain learning records and objectives, and browse and search the learning catalog.. My Learning Search Catalog Browse Catalog 5 More...		

Step Two
Click "Other Payroll"



Step Three
Click “Charitable Deductions”



Step Four
Click “Charitable Deductions”

New Window Help http

Voluntary Deductions

State of Minnesota

Review, add or update your voluntary deductions information.

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
Community Health Charities	09/22/2010	12/21/2010	Current			0.00	Edit
Community Shares	12/23/2009	12/21/2010	Current			0.00	Edit
Open Your Heart Homelessness	12/23/2009	12/21/2010	Current			0.00	Edit

Add Deduction

Designations/Acknowledgements

Charitable organizations in the Combined Charities Campaign do not provide goods or services, in whole or part, for any contributions made by payroll deduction.

If you pledged last year, you'll see a summary of those pledges.

Step Five

Click "Add Deduction"


Important Note: if you wish to donate to the same federations next year as this year, you must click "Add Deduction". DO NOT click the Edit button. Because participating charitable federations change year after year, we are not able to extend the giving period by editing the "stop date" of current deductions beyond this 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:

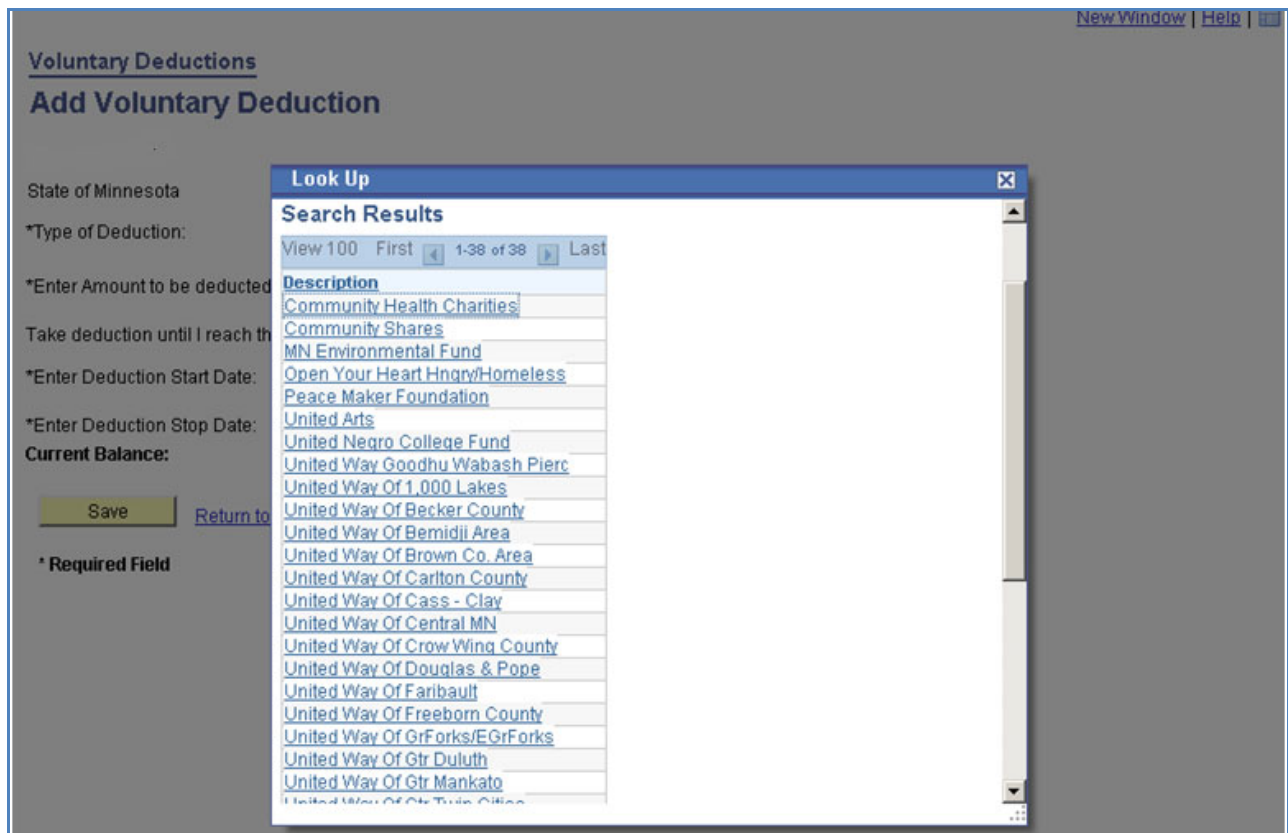
0.00

[Return to List](#)

* **Required Field**

Step 6

**Click the magnifying glass to
bring up the list of charitable federations.**



Step 7

Click on a charitable federation

For more information about these federations, go to www.charities.state.mn.us. Under the blue "Make a Pledge" menu, click on "Choose Your Charity".

New Window | Help |

Voluntary Deductions

Add Voluntary Deduction

State of Minnesota

*Type of Deduction: Open Your Heart Hngry/Homeless

*Enter Amount to be deducted:

Take deduction until I reach this Goal Amount:

*Enter Deduction Start Date: 12/22/2010

*Enter Deduction Stop Date: 12/20/2011

Current Balance: 0.00

[Return to List](#)

* Required Field

Step 8

Enter in the Amount to be deducted per pay period and click “Save”.

Keep the default date settings if you want to give every pay period for the following year. If needed, you may also enter an end goal amount or adjust the deduction start and stop date during this step.

New Window | Help | http

Voluntary Deductions

Save Confirmation

✓ The Save was successful.
However, due to timing, your change may not be reflected on the next paycheck.

Step 9

Click “OK”

New Window Help http

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	
Community Health Charities	09/22/2010	12/21/2010	Current			0.00	Edit
Community Shares	12/23/2009	12/21/2010	Current			0.00	Edit
Open Your Heart Hngry/Homeless	12/23/2009	12/21/2010	Current			0.00	Edit
Open Your Heart Hngry/Homeless	12/22/2010	12/20/2011	Future			0.00	Edit
United Way Of Gtr Twin Cities	12/22/2010	11/22/2011	Future			0.00	Edit

Add Deduction

Designations/Acknowledgements

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.

You're Done!

Print a copy of this Voluntary Deductions page for your records. Payroll deductions will start next year and will show up under the status "future" (donations set up last year and being deducted this year show up as "current").

To make a donation to another charitable federation, click on "Add Deduction" and repeat steps 5-9.

To designate to a specific charity or request an acknowledgement for your gift from your chosen federation or charity, click "**Designations/Acknowledgements**".

Visit www.charities.state.mn.us for more information.

Thank You for your Gift!