

GIVE AT WORK – CHARITY CONTRIBUTION SETUP AND STOP

To setup a contribution to a PPS designated charity you will need to access the Portland Public School Employee Self-Service Portal using the following link:

<http://www.pps.k12.or.us/departments/payroll/8478.htm>

Important note: You can only access the Employee Self Service Portal at a PPS school location or the BESC. The username and password are the same as you would use to access your PPS email login.

Once in the portal you will need to click on the “Self Service” link, the “Payroll and Compensation” link, than the “Voluntary Deductions” link. Any existing charity contributions that are already setup will be reflected in the deductions list, if you want to add contributions for a charity please do the following from the Voluntary Deduction tab:

Click on the “Add Deduction” button and you will be connected to the “Give at Work” website to select from PPS supported charities and to enter your contribution amount. Once you have entered and saved the information it will be automatically forwarded to the payroll office for processing. New contributions will be deducted beginning with the period when we receive the notice from the “Give at Work” system.

HOW TO STOP A CHARITY CONTRIBUTION

If you want to stop an active charity contribution, please access the “Give at Work” website (as instructed above). Once you access your account in their system you will see a listing of all the charities setup with contribution amounts. To stop a contribution, enter a “stop” date for that charity and save the change. The data will be automatically forwarded to the payroll office for processing. Dates entered before the period end date of any month will stop a deduction for that month. For example, to stop a deduction on the February 27th paycheck you will need to enter in a date prior to the February 15th pay period end date.

You can also request a stop by emailing the payroll office at payroll@pps.net, using your PPS email account. If you decide to stop a deduction, it is very important to first notify the charity or the umbrella organization, such as United Way, through which you make your donation. To find contact information, please click the link to the appropriate nonprofit at:

<http://inside.pps.k12.or.us/inside-links/338.htm>

If you have any questions, please contact the Payroll office at 503-916-3302.

Thank You

Payroll Services Department