



# 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 visiting [https://thdhomerfund.org/donate/payroll\\_donation/](https://thdhomerfund.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 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.

---

## 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](http://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.



Questions? Call The Homer Fund at 770-384-2611 or send an email to [Homer\\_Fund@homedepot.com](mailto:Homer_Fund@homedepot.com).

**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 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.

## 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:

WEEK 1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
-----	-----	-----	-----	-----	-----	-----

All new payroll donors signed must process through a pay cycle before they will show on updated reporting.

WEEK 2

Sun	Mon	Tue	Wed	Thu	Fri	Sat
-----	-----	-----	-----	-----	-----	-----

All new payroll donors signed must process through a pay cycle before they will show on updated reporting.

WEEK 3

Sun	Mon	Tue	Wed	Thu	Fri	Sat
-----	-----	-----	-----	-----	-----	-----

**PAY CYCLE ENDS** (in a red hexagon over Sun)

Pay cycles end on Sundays. New payroll donors will make the first donation on Friday's paycheck. **PAY DAY** (in green text over Fri)

WEEK 4

Sun	Mon	Tue	Wed	Thu	Fri	Sat
-----	-----	-----	-----	-----	-----	-----

**★** (yellow star over Mon)

New payroll donors from the previous pay cycle will show on Monday's updated reporting. This happens **AFTER PAY DAYS**.



Questions? Call The Homer Fund at 770-384-2611 or send an email to [Homer\\_Fund@homedepot.com](mailto:Homer_Fund@homedepot.com).