

# 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 [THDHomerFund.org/donate](http://THDHomerFund.org/donate).

Here's how it works:

## 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 Donation Form on [THDHomerFund.org/supporters](http://THDHomerFund.org/supporters)** and ask associates to fill it out.

**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 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 the last four digits of your SSN. If you're seeing an error message here, someone before you forgot to log out of myApron. Simply close out of the browser window completely and start again to refresh the system.

**STEP 4:** Enter the Associate ID 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.

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.

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