



Together #1 Faculty/Staff Campaign FY'18

Directions for online giving:

If you would like to make a one-time or recurring donation using your credit card or checking account (Great way to earn credit card points): <https://www.gifts.duke.edu/nursing>

- Enter your **ONE-TIME** or **RECURRING** gift amount
- Select One-time or Recurring gift
- If you select recurring, choose your frequency (monthly, quarterly, annually)
- Fill out your personal and payment information

Directions for Payroll Deduction for Duke Employees:

The payroll deduction system was designed for the ease of each employee to set up and manage his/her payroll deductions electronically.

To view and update your payroll deduction arrangement, log on to Duke@Work at work.duke.edu and

- click **My Info**
- click **My Pay**
- click **Gift Deductions to Duke or Doing Good in the Neighborhood**

From the **Payroll Gift Deduction Management** screen, you can view your current deductions and make modifications, if needed. Note this screen has three bars/sections:

- **Giving to Duke**
- **Gifts to Doing Good in the Neighborhood**
- **Instructions**

Click on the button far right side of the **Instructions** bar and the following instructions will display:

To Create a New Deduction:

1. Select New Recurring or New One Time payment option for Giving to Duke or Doing Good in the Neighborhood (DGIN).
2. Choose Giving to Duke
3. Enter the dollar amount you would like to give.
4. Select the gift fund from the drop-down list (you may need to expand the columns to read the full text description) or **Type in:**1131040 – School of Nursing Annual Fund
5. Indicate in which pay period you would like the (first) payment to be taken. Click **OK** to return to see your changes
6. When complete, click **Update Deductions**.
7. Review and confirm your choices

To Change an Existing Deduction:

1. Select the line you want to edit.
2. To change the first or last deduction dates or the deduction amount:
 - a. Select Edit.
 - b. Change dates or amount as applicable.
 - c. Click **OK**.
3. To change the deduction to a different fund:
 - a. Select **Stop** on your existing deduction and indicate the last deduction date for that fund.
 - b. Click **OK**.
 - c. Follow the instructions for Create a New Deduction to set up the deduction to the different fund.
4. When complete, click **Update Deductions**.
5. Review and confirm your changes.

You will receive a verification email with the changes to your Duke e-mail address.



To become a member of DUSON's new Leadership Annual Giving program, the Bessie Baker Society during its inaugural year, please divide the remaining months of the fiscal year (July 2017-June 2018) by the level you choose. **Example:** \$1,000 starting in September: $\$1,000/10 = \$100/\text{month}$.

For more information: <https://nursing.duke.edu/alumni-giving/giving/bessie-baker-society>