

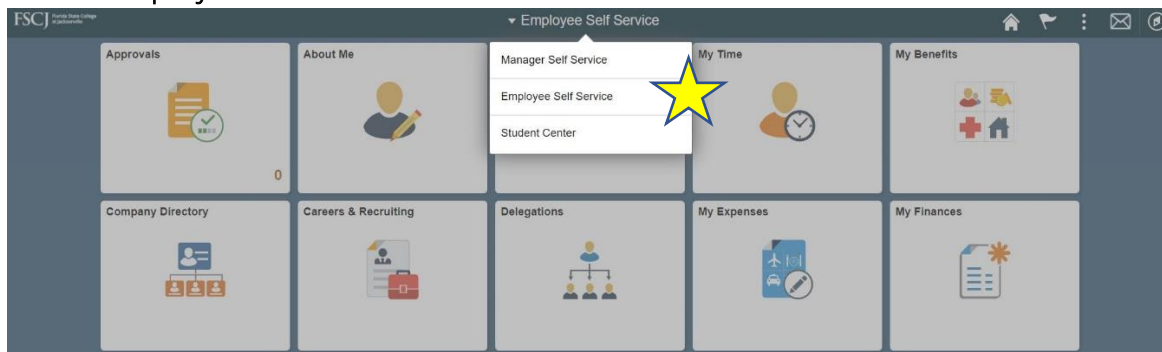


Thank you for your commitment to participating in the
"I'M IN" Employee Giving Campaign!

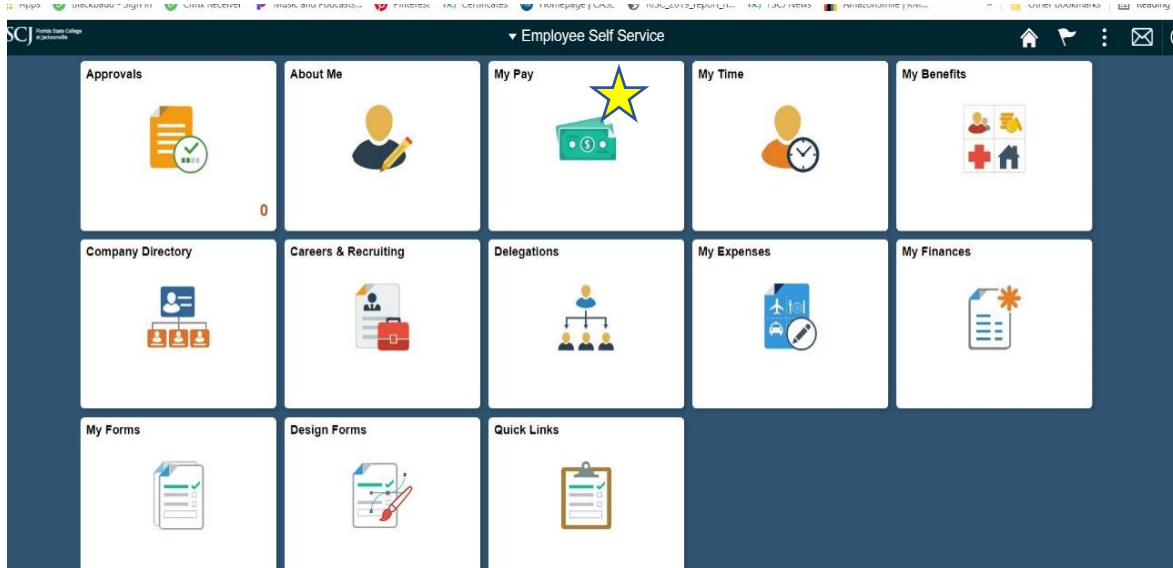
Please follow these directions to authorize your gift through payroll deduction:

1) Login at <https://fscj.onelogin.com>

2) Go to "Employee Self Service."



3) Select "My Pay".



4) Click "Voluntary Deductions"

Employee Self Service **My Pay**

View Paycheck

- Paycheck Modeler
- W-4 Tax Information
- View W-2/W-2c Forms
- W-2/W-2c Consent
- W-2 Reissue Request USA
- Voluntary Deductions**
- Compensation History

Paychecks

Check Date	Company	Pay
01/21/2022	FL State Coll at Jacksonville	01/01/2022 01/15/2022
01/07/2022	FL State Coll at Jacksonville	12/16/2021 12/31/2021
12/22/2021	FL State Coll at Jacksonville	12/01/2021 12/15/2021
12/22/2021	FL State Coll at Jacksonville	12/01/2021 12/15/2021
12/08/2021	FL State Coll at Jacksonville	11/16/2021 11/30/2021

5) Click "Add Deduction"

Voluntary Deductions

Add Voluntary Deduction

Danielle Thompson
FL State Coll at Jacksonville

*Type of Deduction

*Select whether Deduction is a Flat Amount or Percent

*Enter Amount or Percent to be deducted

Take deduction until I reach this Goal Amount

*Enter Deduction Start Date (example: 12/31/2000)

Enter Deduction Stop Date (example: 12/31/2000)

Current Balance 0.00

Submit

* Required Field
[Return to Voluntary Deductions](#)

6) Under "Type of Deduction," click the magnifying glass and select "Foundation."

The screenshot shows a search modal titled "Look Up *Type of Deduction". The modal has a "Cancel" button and a "Help" link. Below the title, it says "Search Results" and "View 100" with navigation arrows. The search results list "Foundation" under the heading "Deduction Description". A yellow star is placed over the "Foundation" result. In the background, the main form has a search icon next to the "Type of Deduction" field, and other fields for "Amount", "Start Date", and "Stop Date" are visible.

7) Enter your commitment.

Example:

The screenshot shows the commitment form with the following fields and values:

- *Type of Deduction:** Foundation
- *Select whether Deduction is a Flat Amount or Percent:** Amount
- *Enter Amount or Percent to be deducted:** 5.00
- Take deduction until I reach this Goal Amount:** (blank)
- *Enter Deduction Start Date:** 2/1/2022
- Enter Deduction Stop Date:** (blank)
- Current Balance:** 0.00

Please note:

The minimum contribution allowed through payroll deduction is \$1.00 per pay period.

A begin date for your contribution is required. If you would like your contribution to be ongoing, leave the stop date blank.

8) Click Submit

*Type of Deduction

*Select whether Deduction is a Flat Amount or Percent


*Enter Amount or Percent to be deducted

Take deduction until I reach this Goal Amount

*Enter Deduction Start Date (example: 12/31/2000)

Enter Deduction Stop Date (example: 12/31/2000)

Current Balance 0.00



9) Email foundation@fscj.edu with the area of need you would like your gift directed to.

- *First Generation (Donations are matched 2:1 match by the state, tripling the impact of your gift!)*
- *General Scholarship*
- *Workforce Development*
- *Program Enhancements*
- *Athletics*
- *Emergency Student Aid*
- *Immersion Projects*

PLEASE NOTE: For your participation to count toward the President's Cup Challenge, the email directing your gift must be received by 11:59 pm, March 11, 2022.

If you have any questions or need more information, please contact Danielle.thompson@fscj.edu, or call her at 633-5955.

Thank you for participating in the
"I'M IN" Employee Giving Campaign!

FSCJ | Foundation