The Payroll Gift Deduction Instructions

The purpose of these instructions is to aid in the voluntary selection of payroll deductions as donations to the university by faculty and staff members.

1. Navigate your browser to the WUSTL One page.  
   Note: Logging in is not required to access WUSTL One.

2. Click the “Give to WashU” (WashU Gift Payroll Deduction) application; use the search box and search “Gift” if it is not easily found on your home screen.

   Note: To “favorite” an application, simply click the “heart” icon.  
   Note: Clicking the “i” (Information) brings up additional information regarding payroll deductions as shown below.
3. Begin the payroll deduction process by clicking the **Visit your payroll gift deduction overview** link in the body of the page.

4. A new page will open. This will require you to log in with your WUSTL Key and authenticate your access with DUO.
5. Click the “Add a Payroll Deduction Gift” button if you do not have a current gift set up.

OR click “Edit” to edit your existing gift. This opens the giving form so that you may begin to edit your donation details.
6. The following image shows every editable field in the form. Select your designation from the drop-down menu to the area you would like to support, enter the dollar amount, and add additional designations if desired. Be sure to enter the required Deduction Start Date and specify the number of deductions by choosing a radio button for the Process payroll deduction section.

Note: The “Home” and “Work” address area should auto-populate for you based on what is entered in Workday. Click “Continue” when ready.
7. The following is a sample Confirmation Page. Select “**Complete Gift**” if everything on the page is correct. Select “**Go Back**” to make any additional changes.

Please review the details of your gift below to ensure they are correct. Your gift will not be processed until you click on the ‘Complete Gift’ button below.

![Complete Gift button](image)

<table>
<thead>
<tr>
<th>Designation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>WashU Annual Fund</td>
<td>$1.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1.00</strong></td>
</tr>
</tbody>
</table>

**Transaction Date & Time**: July 01, 2021 08:53 AM CDT

**Deduction Start Date**: July 01, 2021

My affiliation with Washington University is (check all that apply):

- Faculty/Staff

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8. You will see a “Thank You!” page once the form is submitted. You will also receive a copy of this information to the email address in your employee record.

*Thank you!*

Every day, support from donors like you makes a meaningful impact on the students, faculty, research, and programs of Washington University. We appreciate your generosity.

If you have any questions about your gift, please contact Washington University Advancement Services at 314-935-5800 or giftacknowledgment@wustl.edu

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**Transaction Date & Time**: July 01, 2021 08:55 AM CDT

**Transaction ID**

**Deduction Start Date**: July 01, 2021

My affiliation with Washington University is (check all that apply):

- Faculty/Staff

You will receive a copy of your receipt for tax purposes at the email address provided. Unless noted, no substantial goods or services were provided in conjunction with this gift. If substantial goods and services are provided in the future, benefit details will be provided with year-end tax information.

Washington University in St. Louis, MSC 1032, One Brookings Drive, St. Louis, MO 63130
9. Below is a reference to the confirmation email you will receive.

Thank you,

On behalf of our students, our faculty, and the entire Washington University community, I extend my gratitude for your generous support.

Your gift will help enhance the high caliber of learning and discovery that defines Washington University as one of the world’s leading teaching and research institutions. We deeply appreciate your contribution—and the impact it will have.

The details of your gift transaction can be found below. If you have any questions about your gift, please contact Washington University Advancement Services at 314-935-5900 or giftacknowledgment@wustl.edu.

Sincerely,

Pamela A. Henson
Executive Vice Chancellor
University Advancement

<table>
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<tr>
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</table>

| Processed Date & Time  | July 01, 2021 08:55 AM CDT |
| Deduction Start Date   | 2021-07-01              |
| Continue until I cancel|                       |

My affiliation with Washington University is (check all that apply):
Faculty/Staff

Please retain this receipt for tax purposes. Unless noted, no substantial goods or services were provided in conjunction with this gift. If substantial goods and services are provided in the future, benefit details will be provided with year-end tax information.

If you have questions or need support, please contact University Advancement at 877-215-2727 or annualfund@wustl.edu.