



## Employee Giving Campaign Payroll Deduction Instructions

Log in to **myDMACC**

In the blue menu bar on the left, scroll down to the **Tools** section.

Under that, select **Banner Self Service – Staff**

Select **Employee Giving Campaign**

The following screen will appear for Regular Employees who would like to **START A BRAND NEW DEDUCTION**.

Gifts to the DMACC Foundation by DMACC faculty and staff demonstrate a culture of giving that says that you believe so strongly in what happens at DMACC that you are willing to support it above and beyond your everyday work.

Payroll deduction provides the easiest way to contribute to the DMACC Employee Charitable Giving Campaign. Use the option below to manage your contribution.

*Please note:* if you leave, separate or retire from DMACC, your pledge/deduction will automatically stop. For those planning to retire in the calendar year for which you are making a pledge, please know your pledge amount is calculating for the full year. Consider adjusting your pledge to meet your annual philanthropic goals if you will not be at DMACC for the full calendar year.



If you wish to make a one-time, lump sum gift via cash, check or credit card, please visit the [Foundation Employee Giving Web page](#).

For additional information on how to make a donation to United Way, Iowa Shares and/or Community Health Charities of Iowa, please visit our [Community Giving Opportunities Web page](#).

For questions, please contact the DMACC Foundation at (515) 964-6229 or [foundation@dmacc.edu](mailto:foundation@dmacc.edu)

Select **Start My Payroll Deduction**

If you already have payroll deduction in progress, you may change or stop your current payroll deduction. Please see further instructions.

**Employee Pledge - New Item**

X Cancel

-- DMACC Employee Charitable Giving Campaign --

**Employee Information**

Employee\*  Employee 9004\*  Campus\*

Status

**! Payroll Deduction**

Thank you for your support of the DMACC Employee Charitable Giving Campaign! Please use this form to enroll/change your deduction for the employee payroll deduction program. You can direct your support to the area of greatest need, a specific campus, program or scholarship. Find the area that you would like to designate your gift.

Please note: if you leave, separate or retire from DMACC, your pledge/deduction will automatically stop. For those planning to retire in the calendar year for which you are making a pledge, please know your pledge amount is calculating for the full year. Consider adjusting your pledge to meet your annual philanthropic goals if you will not be at DMACC for the full calendar year.

**Select Funds**

I wish to designate my gift to the following fund(s):

Fund Code	Amount Per Paycheck	Annual Amount
(None) ▾	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text"/>	<input type="text"/>

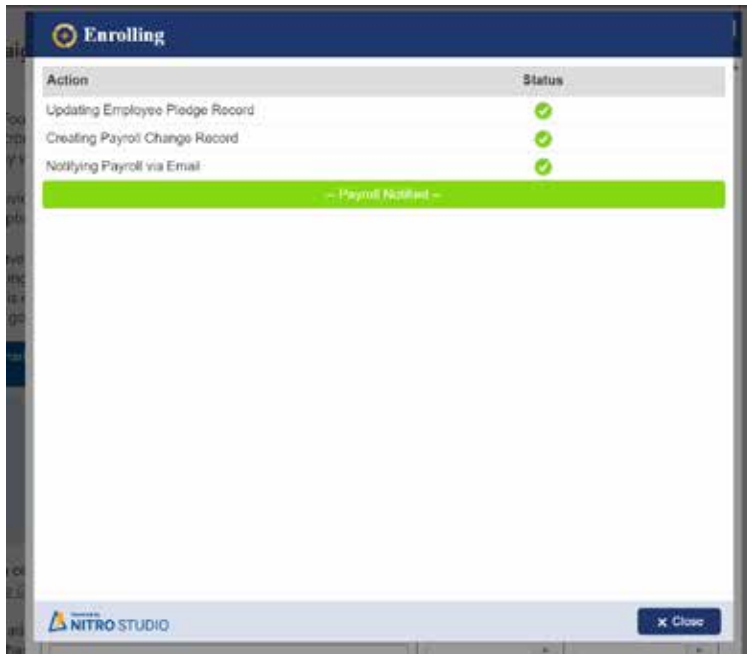
You may direct your support to the area of greatest need, a specific campus, program or scholarship. The drop-down menu lists all available funds to which you may contribute.

In the next column, enter the amount you wish to contribute per paycheck (no dollar sign – just the numerical amount).

Continue to complete the remaining questions on the form.

Once you have reviewed your information and are ready to submit your pledge, click **Enroll Me**

You will receive confirmation thanking you for your gift.



Payroll Enrolls New Staff into Program

Screen indicating that the Employee has a Campaign setup.

**-- DMACC Employee Charitable Giving Campaign --**

**Employee Information**

Employee\*  Employee ID\*\*  Campus\*  State

**Payroll Deduction**

Thank you for your support of the DMACC Employee Charitable Giving Campaign! Please use this form to enroll/change your deduction for the employee payroll deduction program. You can direct your support to the area of greatest need, a specific campus, program or scholarship. Find the area that you would like to designate your gift.

Please note: If you leave, separate or retire from DMACC, your pledge/deduction will automatically stop. For those planning to retire in the calendar year for which you are making a pledge, please know your pledge amount is calculating for the full year. Consider adjusting your pledge to meet your annual philanthropic goals if you will not be at DMACC for the full calendar year.

**My Gift**

Fund Code	Amount Per Paycheck	Annual Amount
General Ankara Campus Scholarship	30.00	400.00
<b>Total</b>	<b>30.00</b>	<b>400.00</b>

I want my contribution to remain anonymous.

My spouse or partner's employer provides matching gifts. Please contact me for additional information.

Please contact me about supporting DMACC in my estate planning.

**Pledge History**

Pledge History

[Click to load items](#)

The following screen will appear for Regular Employees who would like to **CHANGE OR STOP AN EXISTING DEDUCTION**. See second button “Change My Contribution”



## Employee Charitable Giving Campaign

Gifts to the DMACC Foundation by DMACC faculty and staff demonstrate a culture of giving that says that you believe so strongly in what happens at DMACC that you are willing to support it above and beyond your everyday work.

Payroll deduction provides the easiest way to contribute to the DMACC Employee Charitable Giving Campaign. Use the option below to manage your contribution.

*Please note:* if you leave, separate or retire from DMACC, your pledge/deduction will automatically stop. For those planning to retire in the calendar year for which you are making a pledge, please know your pledge amount is calculating for the full year. Consider adjusting your pledge to meet your annual philanthropic goals if you will not be at DMACC for the full calendar year.

DMACC Foundation Charitable Giving Menu  
Payroll Deduction

**Start My Payroll Deduction**  
Setup Your Gift



**Change My Contribution**  
Update, Review, or Stop Gift



If you wish to make a one-time, lump sum gift via cash, check or credit card, please visit the [Foundation Employee Giving Web page](#).

For additional information on how to make a donation to United Way, Iowa Shares and/or Community Health Charities of Iowa, please visit our [Community Giving Opportunities Web page](#).

For questions, please contact the DMACC Foundation at (515) 964-6229 or [foundation@dmacc.edu](mailto:foundation@dmacc.edu)

**NOTE:** if you have an existing deduction in progress, and you try to start a new deduction, you will receive the following red error message:

**Employee Pledge - New Item** [X]

X Cancel

-- DMACC Employee Charitable Giving Campaign --

**Employee Information** [^]

Employee\*  Employee 9004\*  Campus\*

Status

**! Payroll Deduction** [^]

Thank you for your support of the DMACC Employee Charitable Giving Campaign! Please use this form to enroll/change your deduction for the employee payroll deduction program. You can direct your support to the area of greatest need, a specific campus, program or scholarship. Find the area that you would like to designate your gift.

*Please note:* if you leave, separate or retire from DMACC, your pledge/deduction will automatically stop. For those planning to retire in the calendar year for which you are making a pledge, please know your pledge amount is calculating for the full year. Consider adjusting your pledge to meet your annual philanthropic goals if you will not be at DMACC for the full calendar year.

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**YOU HAVE ALREADY STARTED GIFTING. USE THE CHANGE OPTION TO MANAGE YOUR GIFT**

## Change/Stop My Contribution Screen

Please select your name and then click the "Edit" option



**DMACC** Employee Charitable Giving Campaign

Select your name below. Use the "Edit" option to make updates to your current contribution.

**-- My Pledge Information --**

Edit

<input checked="" type="checkbox"/>	Employee	Status
<input checked="" type="checkbox"/>	Rehder, Houston L.	Enrolled

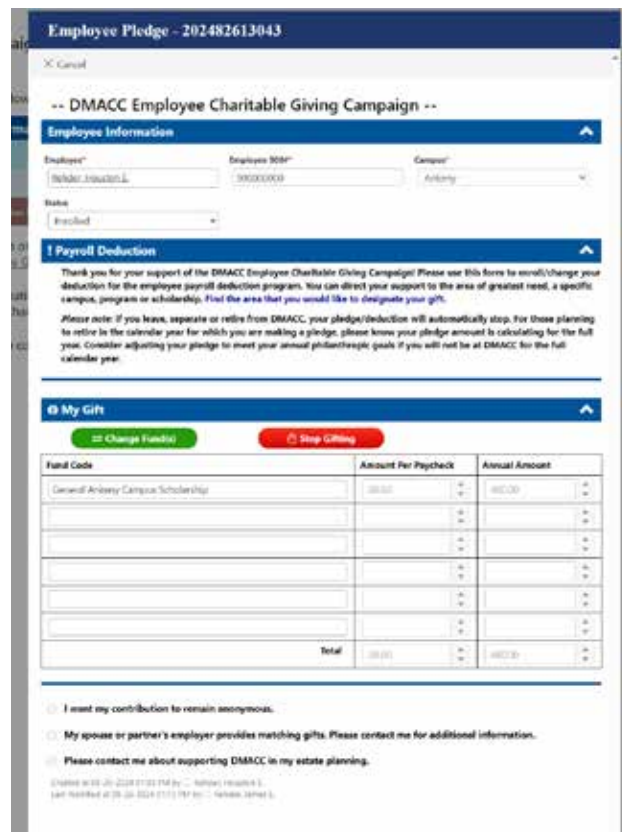
If you wish to make a one-time, lump sum gift via cash, check or credit card, please visit the [Foundation Employee Giving Web page](#).

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## Change Campaign or Stop Campaign Screen

Select the green button to change your contribution or select the red button to stop your contribution



Employee Pledge - 202482613043

Cancel

-- DMACC Employee Charitable Giving Campaign --

**Employee Information**

Employee\* Rehder, Houston L. Employee ID#\* 300000000 Campus\* Ankeny

Enroll Status\* Enrolled

**Payroll Deduction**

Thank you for your support of the DMACC Employee Charitable Giving Campaign! Please use this form to enroll/change your deduction for the employee payroll deduction program. You can direct your support to the area of greatest need, a specific campus, program or scholarship. Find the area that you would like to designate your gift.

Please note: If you leave, separate or retire from DMACC, your pledge/deduction will automatically stop. For those planning to retire in the calendar year for which you are making a pledge, please know your pledge amount is calculating for the full year. Consider adjusting your pledge to meet your annual philanthropic goals if you will not be at DMACC for the full calendar year.

**My Gift**

Fund Code	Amount Per Paycheck	Annual Amount
General Ankeny Campus Scholarship	25.00	4800.00
<b>Total</b>	<b>25.00</b>	<b>4800.00</b>

I want my contribution to remain anonymous.

My spouse or partner's employer provides matching gifts. Please contact me for additional information.

Please contact me about supporting DMACC in my estate planning.

Created on 05/20/2024 11:22:17 AM by: C. Rehder, houston.l.  
Last Modified on 05/20/2024 11:22:17 AM by: C. Rehder, houston.l.

## CHANGE Campaign Screen

The Change Campaign screen shows your current gift on the top table.

The second table is where you may change your gift and select a new fund/amount.

You may direct your support to the area of greatest need, a specific campus, program or scholarship. The drop-down menu lists all available funds to which you may contribute.

In the next column, enter the amount you wish to contribute per paycheck (no dollar sign – just the numerical amount).

Continue to complete the remaining questions on the form.

Once you have reviewed your information and are ready to submit your pledge, click **Change/Update Gift**

**Employee Pledge - 202482613043**

Cancel

-- DMACC Employee Charitable Giving Campaign --

**Employee Information**

Employer: Rehder, Houston, L. Employee ID: 800000000 Campus: [Ankney]

Status: Enrolled

**Payroll Deduction**

Thank you for your support of the DMACC Employee Charitable Giving Campaign! Please use this form to enroll/change your deduction for the employee payroll deduction program. You can direct your support to the area of greatest need, a specific campus, program or scholarship. Find the area that you would like to designate your gift.

Please note: if you leave, separate or retire from DMACC, your pledge/deduction will automatically stop. For those planning to retire in the calendar year for which you are making a pledge, please know your pledge amount is calculating for the full year. Consider adjusting your pledge to meet your annual philanthropic goals if you will not be at DMACC for the full calendar year.

**My Gift**

Fund Code	Amount Per Paycheck	Annual Amount
General Ankney Campus Scholarship	20.00	480.00
<b>Total</b>	<b>20.00</b>	<b>480.00</b>

**Select Funds**

I wish to designate my gift to the following fund(s):

Fund Code	Amount Per Paycheck	Annual Amount
General Boone Campus Scholarship	25.00	600.00
(None)		0.00
		0.00
		0.00
		0.00
		0.00
<b>Total</b>	<b>25.00</b>	<b>600.00</b>

**Change/Update Gift**

I want my contribution to remain anonymous.

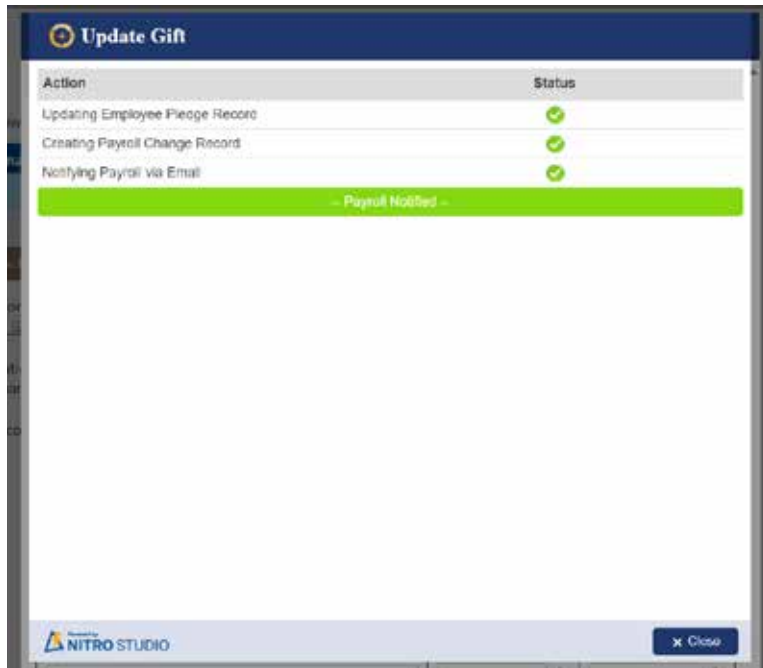
My spouse or partner's employer provides matching gifts. Please contact me for additional information.

Please contact me about supporting DMACC in my estate planning.

Created at 08/22/2019 01:02 PM by: [Rehder, Houston L]  
Last modified at 08/26/2024 01:03 PM by: [Rehder, Janey]

Cancel

## Update Gift Process

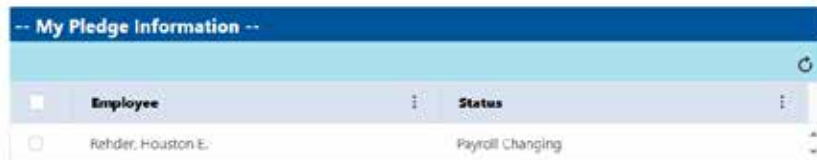


## Status shows Payroll Changing



### Employee Charitable Giving Campaign

Select your name below. Use the "Edit" option to make updates to your current contribution.



If you wish to make a one-time, lump sum gift via cash, check or credit card, please visit the [Foundation Employee Giving Web page](#).

For additional information on how to make a donation to United Way, Iowa Shares and/or Community Health Charities of Iowa, please visit our [Community Giving Opportunities Web page](#).

For questions, please contact the DMACC Foundation at (515) 964-6229 or [foundation@dmacc.edu](mailto:foundation@dmacc.edu)

## Payroll makes the changes and switches employee item back to Enrolled



### Employee Charitable Giving Campaign

Select your name below. Use the "Edit" option to make updates to your current contribution.

-- My Pledge Information --	
Employee	Status
Rehder, Houston E.	Enrolled

If you wish to make a one-time, lump sum gift via cash, check or credit card, please visit the [Foundation Employee Giving Web page](#).

For additional information on how to make a donation to United Way, Iowa Shares and/or Community Health Charities of Iowa, please visit our [Community Giving Opportunities Web page](#).

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## Change Campaign or Stop Campaign Screen

Select the green button to change your contribution or select the red button to stop your contribution.

If the RED STOP GIFTING button is selected, it is automatic.

**Employee Pledge - 202482613043**

Cancel

-- DMACC Employee Charitable Giving Campaign --

**Employee Information**

Employee: Rehder, Houston E. Employee ID#: 900000000 Campus: Anthony Status: Enrolled

**Payroll Deduction**

Thank you for your support of the DMACC Employee Charitable Giving Campaign! Please use this form to enroll/change your deduction for the employee payroll deduction program. You can direct your support to the area of greatest need, a specific campus, program or scholarship. Find the area that you would like to designate your gift.

Please note: if you leave, separate or retire from DMACC, your pledge/deduction will automatically stop. For those planning to retire in the calendar year for which you are making a pledge, please know your pledge amount is calculating for the full year. Consider adjusting your pledge to meet your annual philanthropic goals if you will not be at DMACC for the full calendar year.

**My Gift**

Fund Code	Amount Per Paycheck	Annual Amount
General Anthony Campus Scholarship	28.00	4600
<b>Total</b>	<b>28.00</b>	<b>4600</b>

I want my contribution to remain anonymous.

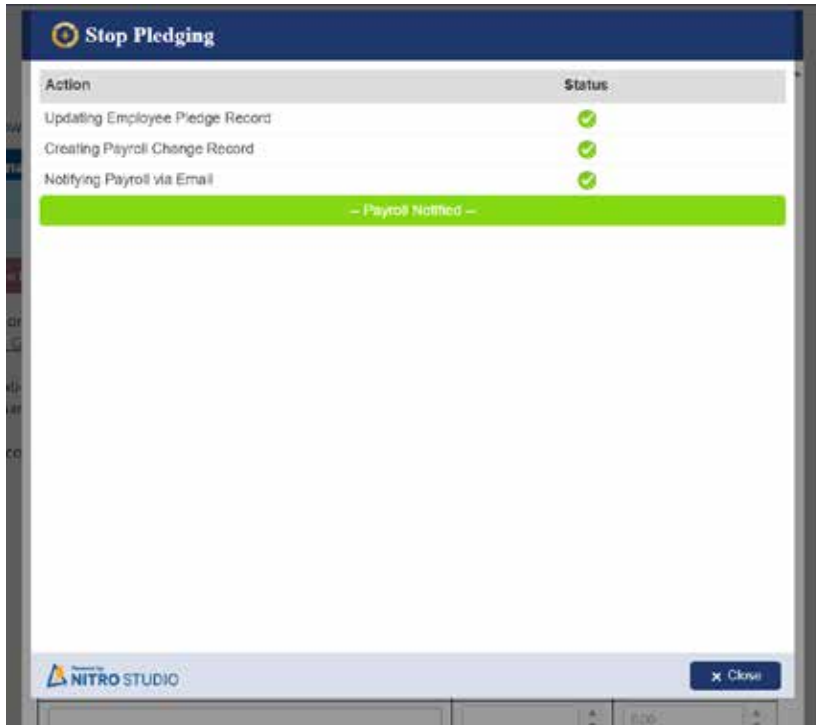
My spouse or partner's employer provides matching gifts. Please contact me for additional information.

Please contact me about supporting DMACC in my estate planning.

Updated 08/26/2024 11:22:17 AM by: C. Rehder, Houston E.  
Last Modified: 08/26/2024 11:11:17 AM by: Hannah, James S.



## Stop Pledging Button Selected



## Status shows Payroll Stopping



### Employee Charitable Giving Campaign

Select your name below. Use the "Edit" option to make updates to your current contribution.

-- My Pledge Information --	
Employee	Status
Rehder, Houston L.	Payroll Stopping

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Payroll Resets Funds which will change Status to Stopped.

Status now shows Stopped (Employee can now start again at any time by selecting Edit)



## Employee Charitable Giving Campaign

Select your name below. Use the "Edit" option to make updates to your current contribution.

**-- My Pledge Information --**

Edit

<input checked="" type="checkbox"/>	Employee	Status
<input checked="" type="checkbox"/>	Rehder, Houston E.	Stopped

If you wish to make a one-time, lump sum gift via cash, check or credit card, please visit the [Foundation Employee Giving Web page](#).

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For questions, please contact the DMACC Foundation at (515) 964-6229 or [foundation@dmacc.edu](mailto:foundation@dmacc.edu).

Start Campaign back up using the edit option above (add funds and select Enroll Me button)

Employee Pledge - 202482613043

Cancel

**-- DMACC Employee Charitable Giving Campaign --**

**Employee Information**

Employee\*  Employee ID\*\*  Campus\*

Status

**Payroll Deduction**

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**My Gift**

Fund Code	Amount Per Paycheck	Annual Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

I want my contribution to remain anonymous.

My spouse or partner's employer provides matching gifts. Please contact me for additional information.

Please contact me about supporting DMACC in my estate planning.

Created at 09:25:23 PM on 11/11/2024 by: Rehder, Houston E.  
Last modified at 09:26:23 PM on 11/11/2024 by: Rehder, Houston E.

*We greatly appreciate your support of DMACC and our students!*

For questions, please contact the DMACC Foundation at 515-964-6229 or [foundation@dmacc.edu](mailto:foundation@dmacc.edu)