How to get to the Employee Charitable Giving Campaign link:

- Log in to **myDMACC**
- Choose the **Staff or Faculty** button
- Locate the **Banner Self Service** image and the gray **Employee Dashboard** header below it
- Select the blue **Employee Giving Campaign** link

Staff

Faculty

myDMACC

| Staff | DMACC Website | Career Advantage |

| Faculty | myDevelopment | DMACC Web |

Banner Self Service

Banner Self Service

Advising
    Advising Student Profile

Employee Dashboard

Employee Dashboard

Electronic Personnel Action Forms (EPAF)

Employee Giving Campaign

Leave Balances

Time Sheet Approver

Employee Dashboard

    Employee Dashboard

    Electronic Personnel Action Forms (EPAF)

    Employee Giving Campaign

    Leave Balances

Faculty

The following screen will appear for Regular Employees:

DMACC Foundation

Thank you for your support of the DMACC Employee Charitable Giving Campaign! Please use the form below to enroll your deduction in the employee payroll deduction program. 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.

Payroll Deduction
NEW! The payroll deduction pledge set-up in the 2024 Employee Campaign will begin with the first pay in January, 2024 and will continue until the deduction is stopped. An email sent to the DMACC Foundation (foundation@dmacc.edu) and the Payroll Office (payroll@dmacc.edu) is required to stop the deduction. Changes to the deduction amount or fund(s) may be made at any time after January 15, 2024.

- ○ $50 [$50 X 24 pay periods = total annual gift of $1200]
- ○ $35 [$35 X 24 pay periods = total annual gift of $840]
- ○ $25 [$25 X 24 pay periods = total annual gift of $600]
- ○ $20 [$20 X 24 pay periods = total annual gift of $480]
- ○ $15 [$15 X 24 pay periods = total annual gift of $360]
- ○ $10 [$10 X 24 pay periods = total annual gift of $240]
- ○ $5 [$5 X 24 pay periods = total annual gift of $120]
- ○ Other

Annual Amount: $

I wish to designate my gift to the following fund: [   ] **Please enter only the letters of the fund code. Do not enter symbols or numbers.**

Do not know your fund code? Refer to the scholarship fund list.

Please divide my total gift of $ between the following funds:

Fund Code	Amount
Total	**0**

- ☐ **I want my contribution to remain anonymous.**

- ☐ **My spouse's employer provides matching gifts. Please contact me for additional information.**

- ☐ **Please contact me about supporting DMACC in my estate planning.**

For questions or 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 or contact the Foundation at (515) 964-6229 or foundation@dmacc.edu.

Submit

Example 1 - If the employee decides to donate $1.00 to one Fund 'GENERA'
(1) Type in 1 in the 'Other' box
(2) Type in fund code 'GENERA' in the Fund box.
(3) Employee has the option to click the check boxes below that we will be displayed at the bottom of the page

☐ I want my contribution to remain anonymous.

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

☐ Please contact me about supporting DMACC in my estate planning.

(4) Must click on 'Submit' at the bottom of the page to continue the process.

○ $50 [$50 X 24 pay periods = total annual gift of $1200]
○ $35 [$35 X 24 pay periods = total annual gift of $840]
○ $25 [$25 X 24 pay periods = total annual gift of $600]
○ $20 [$20 X 24 pay periods = total annual gift of $480]
○ $15 [$15 X 24 pay periods = total annual gift of $360]
○ $10 [$10 X 24 pay periods = total annual gift of $240]
○ $5 [$5 X 24 pay periods = total annual gift of $120]
● Other   1.00
Annual Amount: $ 24.00

I wish to designate my gift to the following fund: GENERA   **Please enter only the letters of the fund code. Do not enter symbols or numbers.**
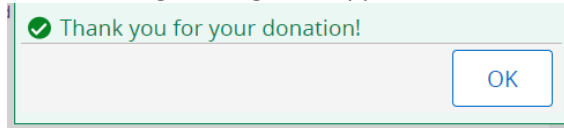Do not know your fund code? Refer to the scholarship fund list.

Please divide my total gift of $ between the following funds:

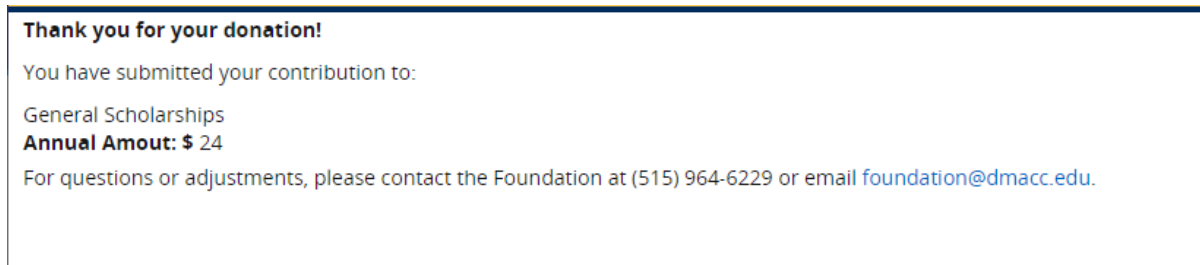| Fund Code	Amount
Total	0

☐ I want my contribution to remain anonymous.

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

☐ Please contact me about supporting DMACC in my estate planning.

For questions or 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 or contact the Foundation at (515) 964-6229 or foundation@dmacc.edu.

Submit

The following message will appear after clicking on 'Submit' in the upper right hand corner

✔ Thank you for your donation!

OK

Click 'OK' and the Following message displays with the contribution information.

Thank you for your donation!

You have submitted your contribution to:

General Scholarships
Annual Amout: $ 24

For questions or adjustments, please contact the Foundation at (515) 964-6229 or email foundation@dmacc.edu.

Example 2 - If the employee decides to donate $1.00 to two funds GENERA & STAR equally

(1) Type in 1 in the 'Other' box and hit enter or 'Calculate' button

(2) Type in fund 'GENERA' in the Fund Code box and '12' in the Amount box

'STAR' in the Fund Code box and '12' in the Amount box.

(The total at the bottom should match the Annual Gift total)

(3) Employee has the option to click the check boxes below that we will be displayed at the bottom of the page

☐ I want my contribution to remain anonymous.

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

☐ Please contact me about supporting DMACC in my estate planning.

(4) Must click on 'Submit' at the bottom of the page to continue the process.

○ $50 [$50 X 24 pay periods = total annual gift of $1200]
○ $35 [$35 X 24 pay periods = total annual gift of $840]
○ $25 [$25 X 24 pay periods = total annual gift of $600]
○ $20 [$20 X 24 pay periods = total annual gift of $480]
○ $15 [$15 X 24 pay periods = total annual gift of $360]
○ $10 [$10 X 24 pay periods = total annual gift of $240]
○ $5 [$5 X 24 pay periods = total annual gift of $120]
● Other   1.00

Annual Amount: $ 24.00

I wish to designate my gift to the following fund: [   ]   Please enter only the letters of the fund code. Do not enter symbols or numbers.

Do not know your fund code? Refer to the scholarship fund list.

Please divide my total gift of $ between the following funds:

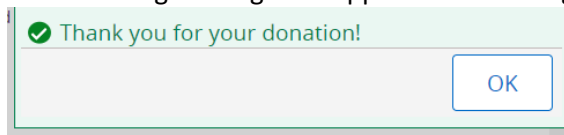| Fund Code	Amount
Genera	12
genern	12
Total	**24**

☐ I want my contribution to remain anonymous.

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

☐ Please contact me about supporting DMACC in my estate planning.

For questions or 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 or contact the Foundation at (515) 964-6229 or foundation@dmacc.edu.

[Submit]

The following message will appear after clicking on 'Submit' in the upper right hand corner

✔ Thank you for your donation!

[OK]

Click 'OK' and the Following message displays with the contribution information.

Thank you for your donation!

You have submitted your contribution to:

General Scholarships: $12
Newton Campus Scholarship: $12
Total Annual Amout: $ 24

For questions or adjustments, please contact the Foundation at (515) 964-6229 or email foundation@dmacc.edu.

If the employee goes back into the Employee Giving Campaign after submitting, here is what they will see:

Example 1

Thank you for your donation!

You have submitted your contribution to:

General Scholarships
Annual Amout: $ 24

For questions or adjustments, please contact the Foundation at (515) 964-6229 or email foundation@dmacc.edu.

Example 2

Thank you for your donation!

You have submitted your contribution to:

General Scholarships: $12
Newton Campus Scholarship: $12
Total Annual Amout: $ 24

For questions or adjustments, please contact the Foundation at (515) 964-6229 or email foundation@dmacc.edu.