Announcing a new PeoplePortal Employee Self Service feature
For
Voluntary Deductions

You can now manage your voluntary, charitable deductions through PeoplePortal ESS. Using your current PeoplePortal access*, you can start, change or stop a voluntary deduction for the following charities:

- Ronald McDonald House
- United Way
- Gifts to LLUAHSC (coming soon)

This new feature provides you the on-line convenience of managing your charitable contributions without submitting a request form to the Payroll department.

- Do you want to verify your active deduction for one of the above charities? Go on-line.
- Do you want to change an active deduction amount, goal amount or end date? Go on-line.
- Do you want to stop an active deduction? Go on-line.
- Do you want to start a deduction for one of the above charities? Go on-line.

**PeoplePortal Access:** *Applicable to employees of LLUMC, LLUCH, LLUBMC, LLUSS, LLUHS, LLU and LLIECHE*

**User Support**

How-To Guide: VIP site LLUHS Departments > Payroll > Forms and Information
Employee Self Service User Guide (Page 39): VIP site LLUHS Departments > Payroll > Forms and Information

Questions?

Contact HRIS at PeopleSoftSupport@llu.edu or 909-651-4114 or x 14114.