

**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.