

How to Donate to the Employee Giving Campaign In Oracle



3 Sign in to Oracle with EAD, Click: Employee Self-Service, Select: Payroll Information

erprise Search Contract Documents V		Go	Search Results Di
Navigator	Worklist		
Personaliz	From	Туре	Subject
Human Resources/Payroll Employee Self-Servic	There are no notification	ns in this view.	Subject
Employee Self-Service Worklist Employees W/4 Information	Vacation Rules -	Redirect or auto-respond to notification	ons.
Human Capital Management Information			
Payroll Information			

4 Click: DISD Charitable Donations, Select: "Dallas Education Foundation"

Statement of Earnings	Worklist			
Employees W4 Information				
DISD Overtime/Comp/Suppl/PBUS Request	E 🖉 •••			
PTO Balances/Time Cards	From	Ту	ре	Subject
DISD Stars on the Rise and UNCF	There are no notification	Redirect or auto-re	espond to notification	e
DISD Substitute Verify TimeCard Approval	Vacation rates -	Redirect of auto-re		
DISD United Way Gift Enrollment				
DISD View Direct Deposit				
DISD Academic Coach Designation Signature				
DISD Charitable				
Dallas Education Foundation				
DISD Stars on the Rise and UNCF				

5 Gift Type: Select "Dallas Education Foundation"

Type Selection	Dallas Education Found	Dallas Education Foundation M		
^ Gift	Type			
d Details		O Pay Per Period Total Annual Amount One Time Contribution		
	* Pay Period Amount * Total Amount	Enter a Value and click on Validate		

Select: Total Annual Amount and Enter Total Amount of Your Donation, Push: Validate

* Gift Type	Dallas Education Founda	ition 🗸
tails		 Pay Per Period Total Annual Amount
	* Pay Period Amount * Total Amount	One Time Contribution
** If you separate from DISD, the full amount	remaining of your contribu	tion commitment will be deducted from your final pay.

6

7	Once value is Validated. Select: Submit	
		_
	O Pay Per Period	
	Total Annual Amount	
	O One Time Contribution	
iod Amount	0.83	
stal Amount	Enter a Value and click on Validate	
Juli Amount	10.0	
	Validate	
vour contributi	tion commitment will be deducted from your final pay	
your contribut		
	Back	

8 Select "Submit" Again and Exit Oracle

ns		Â	*	٥	↓ ⁰	Logged In As AMASANCHEZ
c Button to change the values ment						Back Submit
I Hereby Authorize My E	mployer To Begin To Deduc	ct				
Proposed						
PayPerAmount	0.83					
Total Amount	10.0					
Agency1	Dallas Education Foundation					