

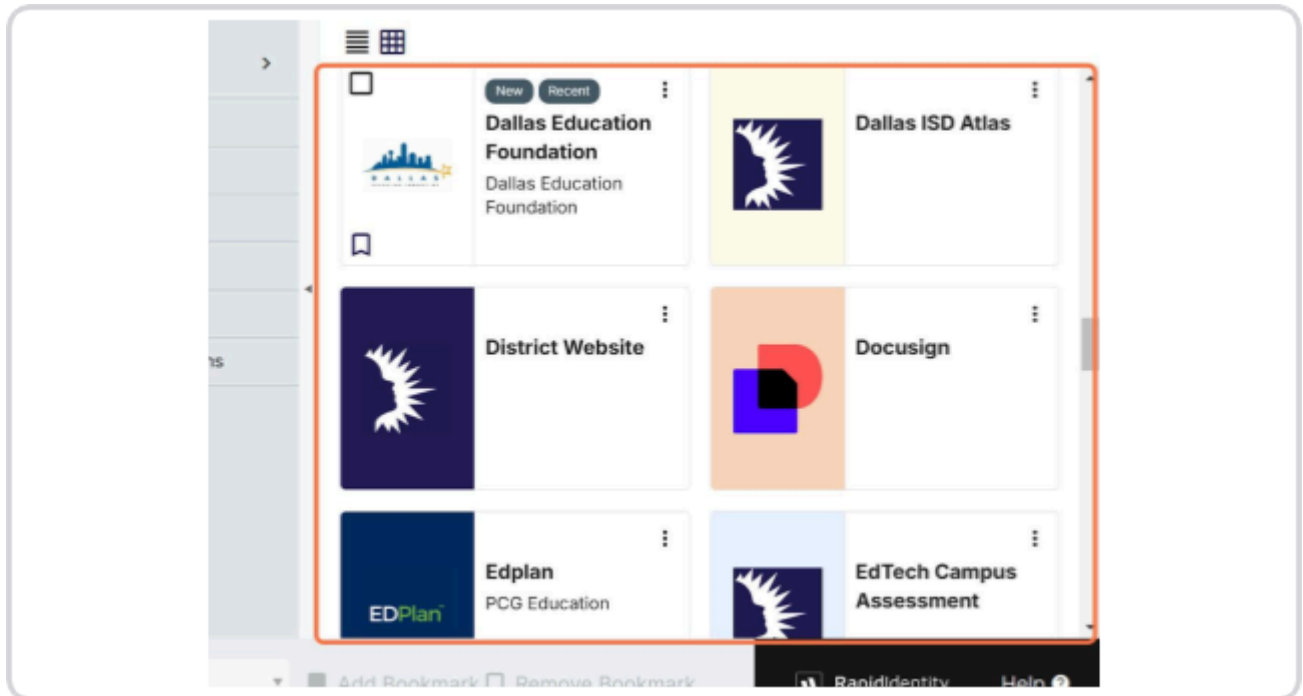


## Giving Back Made Easy: Your Step-by-Step Guide to Payroll Deduction in Oracle

### Applications | DISD Portal

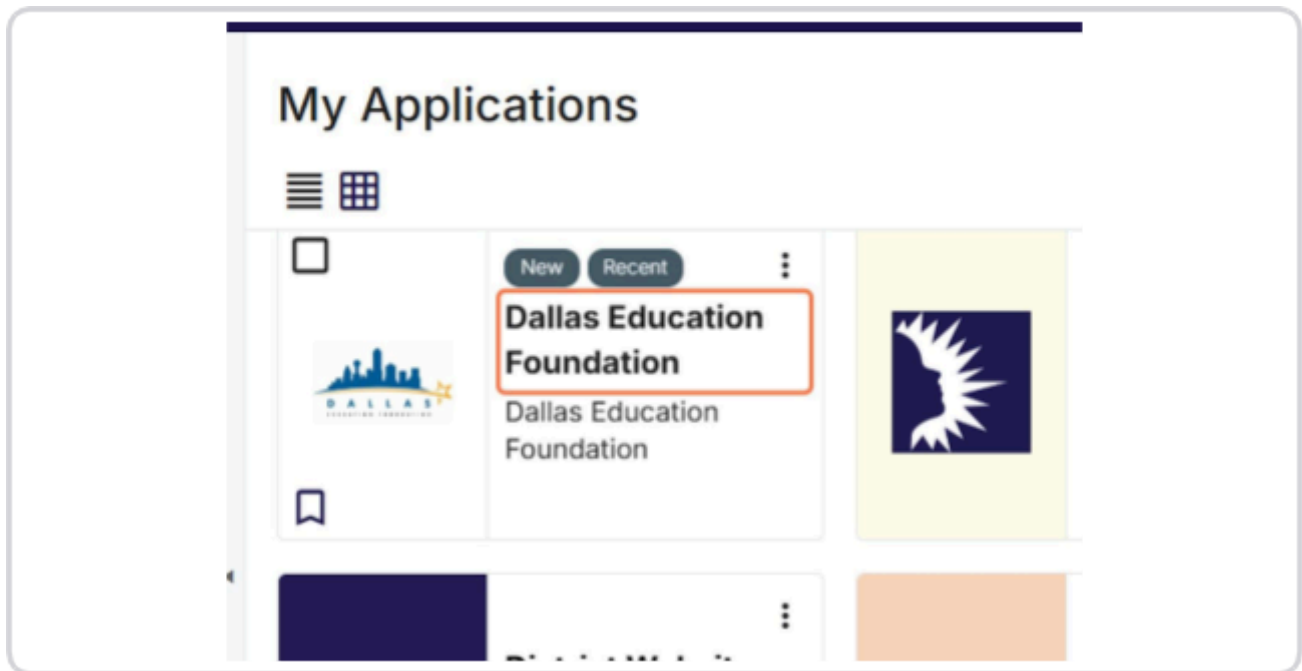
STEP 1

Drag highlighted element



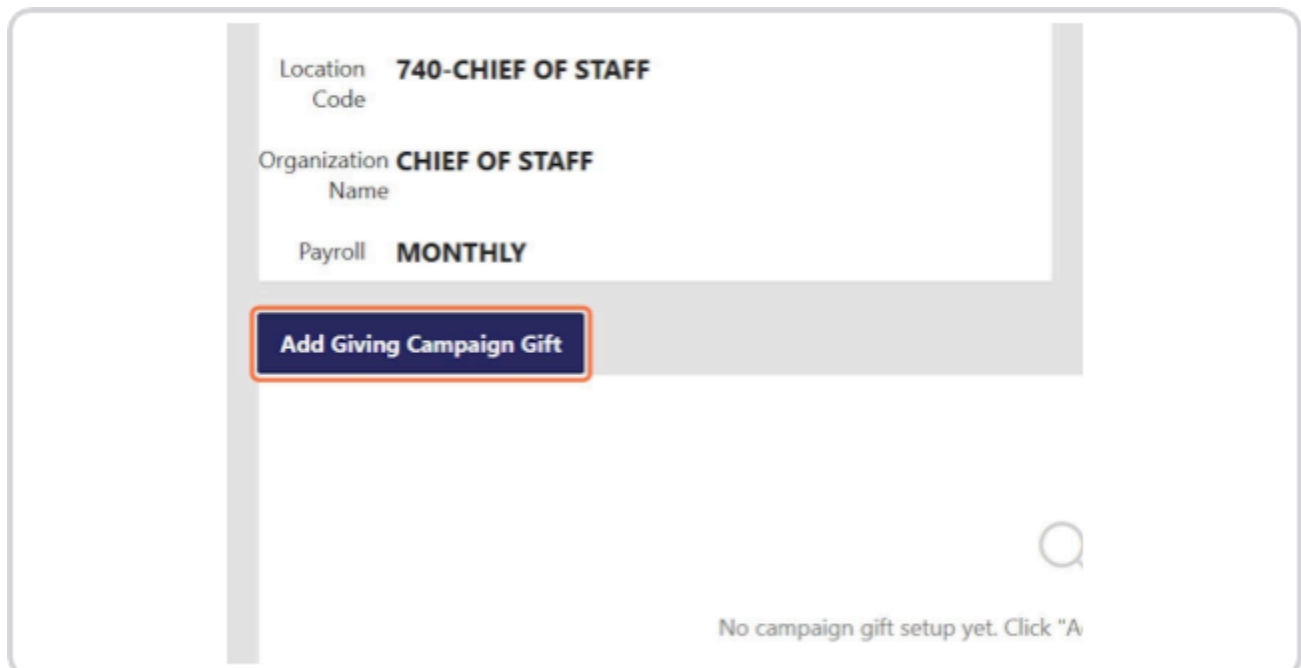
STEP 2

Click on Dallas Education Foundation



STEP 3

Click on Add Giving Campaign Gift



STEP 4

Select One Time Contribution

Employee Number  
Email Address  
Location Code  
Organization Name  
Payroll  
**Add Giving**

**Entry**

Campaign  
Dallas Education Foundation (2025-2026)

Gift Frequency  
 **One Time Contribution**  
 Pay Per Period  
 Total Annual Amount

Auto Renew  
 **No. Do not auto renew.**  
 Yes. Auto renew next year

STEP 5

Type "10.00"

Gift Amount 10.00



## STEP 8

# Donation Complete

The screenshot shows a web interface for the Dallas Education Foundation. At the top, there is a header with the logo and the text "DALLAS Dallas Education Foundation" and a search bar containing "amasanchez".


The main content is divided into two columns. The left column is titled "Employee Details" and contains the following information:

- Employee Name: **SANCHEZ, AMANDA CHRISTINA**
- Employee Number: [REDACTED]
- Email Address: **AMASANCHEZ@dallasisd.org**
- Location Code: **740-CHIEF OF STAFF**
- Organization Name: **CHIEF OF STAFF**
- Payroll: **MONTHLY**

The right column is titled "Address" and contains the following information:

- Address: [REDACTED]
- City: [REDACTED]
- State: **TX**
- Zip Code: [REDACTED]

Below the employee details is a button labeled "Add Giving Campaign Gift". Underneath this button is a table with the following columns: Campaign, Employee Number, Giving Year, Gift Frequency, Gift Amount, Gift Total, Pay Period Amount, and Auto Renew.

Campaign	Employee Number	Giving Year	Gift Frequency	Gift Amount	Gift Total	Pay Period Amount	Auto Renew
 Dallas Education Foundation (2025-2026)	83185	-	One Time Contribution	10	10	10	No

At the bottom left of the page, it says "Release 1.0". At the bottom right, there is a scroll-up arrow icon.

