How to make your TCA gift with a payroll deduction

You can make a gift to the TCA by setting up a voluntary payroll deduction! Follow the steps below to set up your deduction.

**Need help? Contact communityrelations@tufts.edu or 617-627-3780.**

1. Login to Eserve: [access.tufts.edu/eserve](access.tufts.edu/eserve)
2. Click the “Payroll & Compensation” button.
3. Click "Voluntary Deductions" from the sidebar menu.
4. Click “Add Deduction.”

5. Choose your gift designation from the “Select Type of Deduction” menu.
6. Enter your desired pay period deduction amount and goal amount.
7. Click “Submit.”

8. If desired, you can make additional gifts to other designations by returning to the “Voluntary Deductions” tab and clicking “Add Deduction.”

Thank you for your gift to the Tufts Community Appeal!