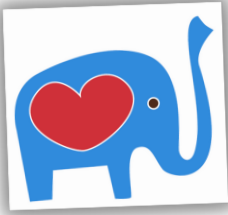


How to make your TCA gift with a payroll deduction

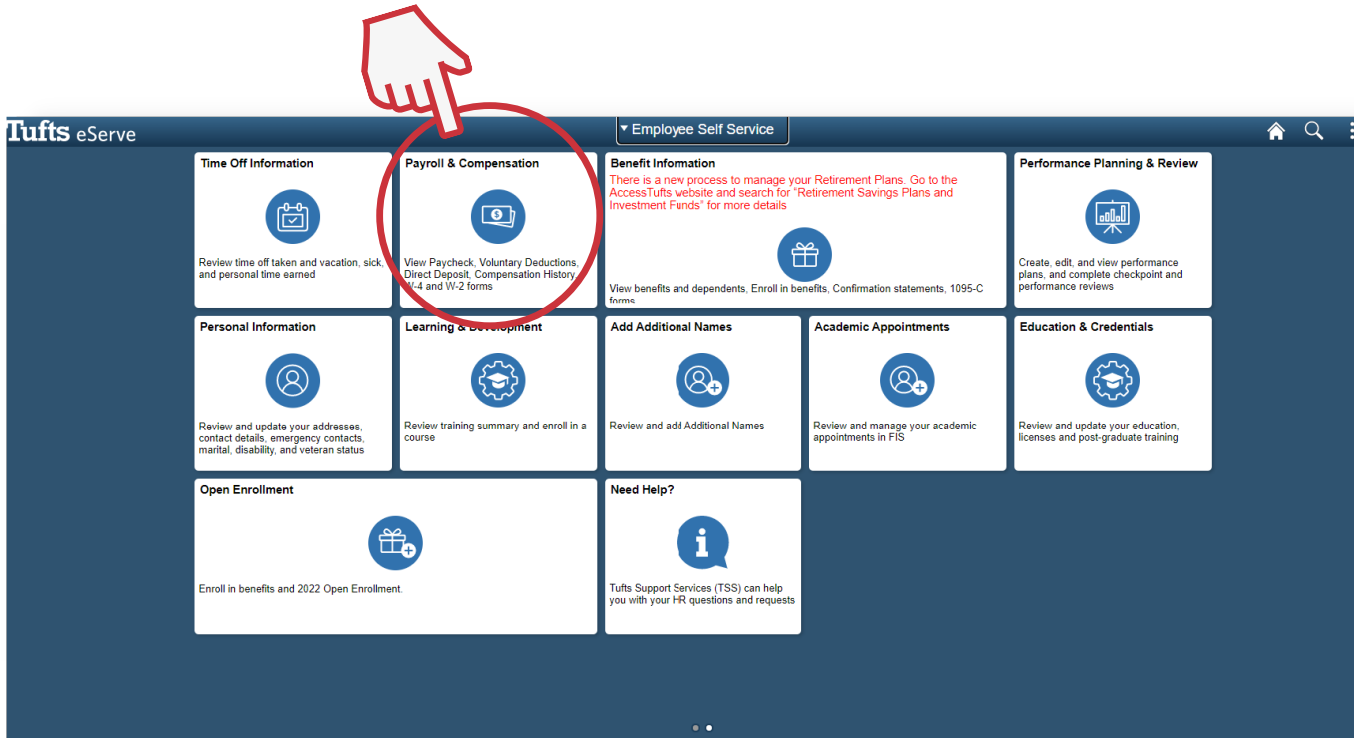


You can make a gift to the TCA by setting up a voluntary payroll deduction!
Follow the steps below to set up your deduction.

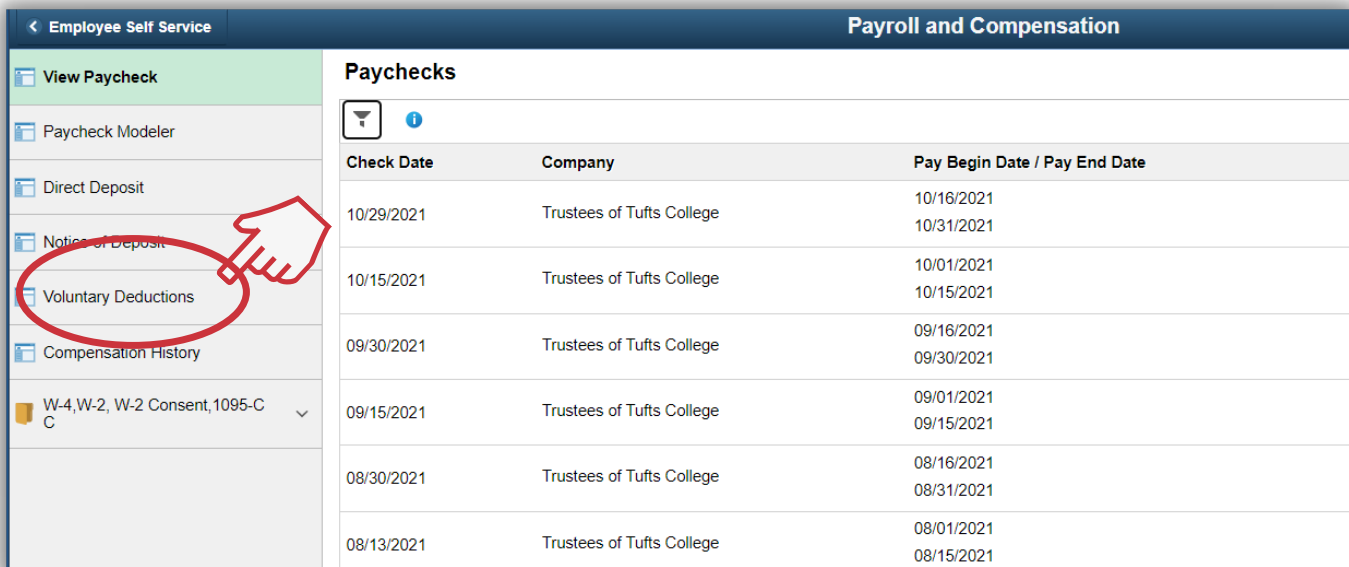
Need help? Contact communityrelations@tufts.edu or **617-627-3780**.

1. Login to Eserve: access.tufts.edu/eserve.

2. Click the "Payroll & Compensation" button.



3. Click "Voluntary Deductions" from the sidebar menu.



4. Click "Add Deduction."

Employee Self Service Payroll and Compensation

View Paycheck
Paycheck Modeler
Direct Deposit
Notice of Deposit
Voluntary Deductions
Compensation History
W-4, W-2, W-2 Consent, 1095-C

Voluntary Deductions

Employee Name
Trustees of Tufts College

Review, add or update your voluntary deductions information.

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance

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."

Employee Self Service Payroll and Compensation

Paycheck
Paycheck Modeler
Direct Deposit
Notice of Deposit
Voluntary Deductions
Compensation History
W-4, W-2, W-2 Consent, 1095-C

Voluntary Deductions

Add Voluntary Deduction

Employee Name
Trustees of Tufts College

Select Type of Deduction

Please note when calculating: Employees paid weekly (hourly) have 52 pay periods. Employees paid semi-monthly (salary) have 24 pay periods. Questions – please call Community Relations x7-3780.

Enter Amount to be Deducted each Pay Period

Take deduction until I reach this Goal Amount

* Start Date: 01/01/2022
End Date: 12/31/2022 (example: 12/31/2000)

Current Balance 0.00

By submitting this information, I agree to have the Pay Period amount deducted from my pay until I reach my goal. I further understand that the Tufts Community Appeal will release my name and address to recipient organizations for the purpose of gift acknowledgment. If I would like to remain anonymous, I can make this request at extension x73780.

Submit

* Required Field
[Return to Voluntary Deductions](#)

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!