

ePay Self Service United Way Pledge Job Aid

The ePay Self Service United Way Pledge functionality allows employees to view and update their United Way Pledge information for the current Calendar Year. Step-by-step instructions are outlined below.



1. Access the District's home page at www.PalmBeachSchools.org
Click on the "Employees" box.



2. On the right side of the page is the [SELF SERVICE](#) link. Click to access the PeopleSoft Login page.
*(If you receive a message about enabling cookies, please clear your cache and return to Step #1.
If you receive an error message about security, please click **Sign Out** and return to Step #1.)*

- * First time users, click on [Forgot Password](#) link to retrieve your login information.
- * Please click on [Forgot Password](#) link if you have forgotten your password, or do not know your login information.



The District's PeopleSoft Login page appears.



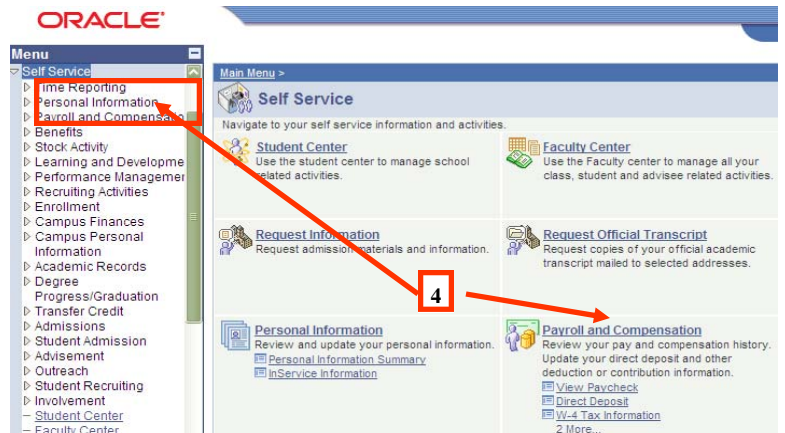
3. Enter your **User ID** and **Password**, and then click on the **Sign In** button.



The PeopleSoft HCM Main Menu for Employee Self Service appears. The number of menu items will vary based on your level of security access.




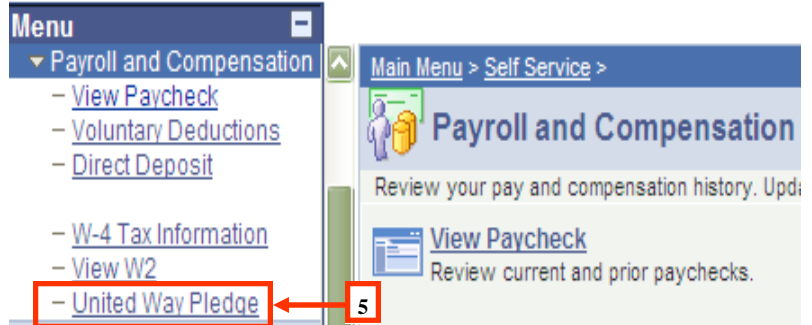
4. Click on the [Payroll and Compensation](#) link located on the left or middle of the page.






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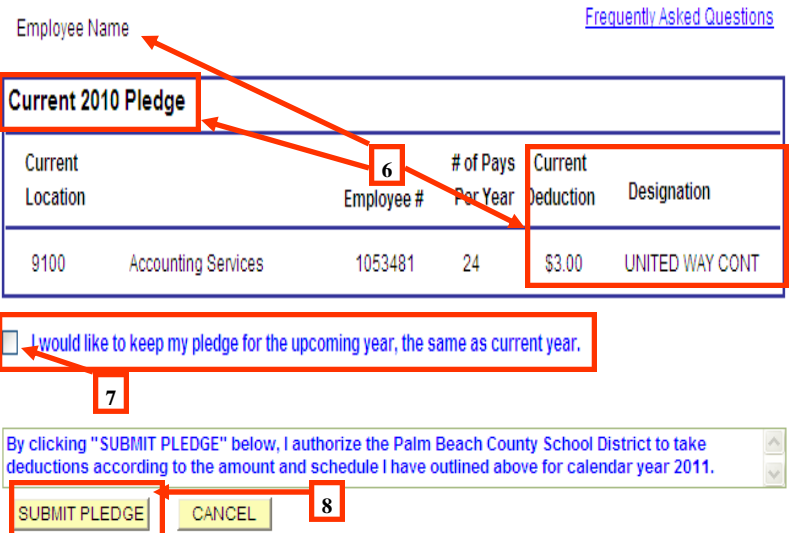
The Payroll and Compensation Menu appears. From this menu, you can view your paycheck, change your direct deposit information, update your W-4 tax information, reprint your W-2, and make your United Way Pledge.

-  5. Click on the *United Way Pledge* link to view your current United Way Pledge information.






The United Way Pledge page appears. You can review and/or update your current information.

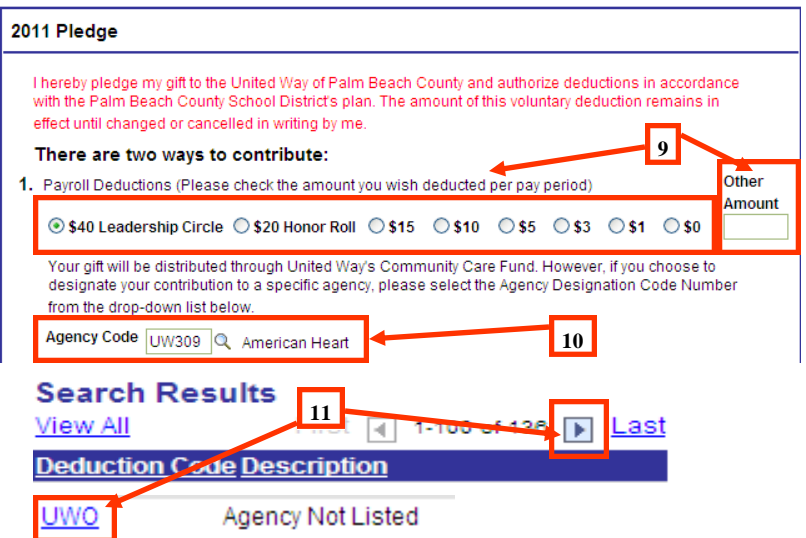
-  6. Your employee information will appear along with your current United Way deduction and designation.
-  7. If your current pledge allowance and designation are going to remain the same for the upcoming year simply check the box.
-  8. To complete your United Way Pledge form click on "Submit Pledge".



You can update your United Way Pledge contribution and/or designation by following the steps below. There are two options to consider:

-  9. Option 1: Payroll Deductions Click on the amount that you wish to contribute each payday or type in a different amount.
-  10. By clicking on the magnifying glass you may select your United Way designation.
-  11. If you wish to select an agency that is not listed click on the magnifying glass, click the arrow and select UWO (bottom of list) or simply type in UWO in the Agency Code box.

Please note when you change the amount of your pledge the agency code will default to a generic code. Please re-select your agency.



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UNITED WAY CAMPAIGN 2011

The Transaction is Complete page appears after you submit your pledge .

Transaction is Complete

Please go to another menu item or sign out. You may also print this page as a receipt for your records.

Now you may either select a different ePay function or log out at this time.

UNITED WAY Pledge for 2011 has been submitted, in the amount of \$ 3.00 per pay period, to Agency: Community Care Fund. THANK YOU

Option 2: How to contribute directly to United Way using the United Way secure website.



12. Option 2: Making a one-time contribution using your debit card, credit card or electronic check. You will follow the link provided to the secured United Way website.

OR

- 2. You can make a one-time contribution using your debit or credit card by clicking on the link below. You will be redirected to the United Way website.

12

Click here to make a one-time donation to United Way



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13. Click on "Give Now" and follow the instructions for making your one time donation.



The School District of Palm Beach County United Way Campaign



Thank you for choosing to participate in The School District of Palm Beach County's United Way Campaign for fiscal year 2011.

From this page you can make a one-time donation using your credit card, debit card, or by electronic check from your checking or savings account.

Why United Way?

If you have any questions regarding your access to PeopleSoft or navigation, please contact the IT Service Desk at (561) 242-4100 (Px44100).

If you have questions when entering your United Way Pledge information, please call Payroll at (561) 434-8944 (Px48944) or email Epaygroup@palmbeachschools.org for assistance.