

# FACULTY & STAFF ONLINE PAYROLL DEDUCTION

For questions regarding the Online Payroll Deduction Web site for Faculty and Staff, please follow these instructions:

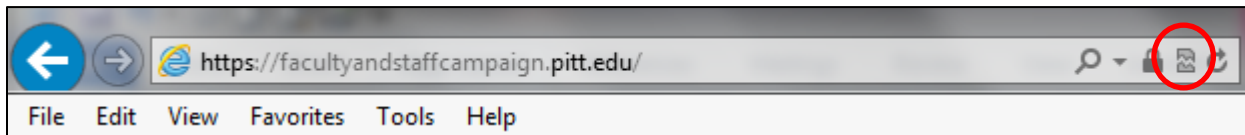
## HOW TO ACCESS THE ONLINE PAYROLL DEDUCTION:

- Go to [my.pitt.edu](http://my.pitt.edu)
- Enter user name and password
- Pull down the **'My Resources'** options and select **'Faculty and Staff Campaign'**.
- From the "Pitt Giving-Faculty and Staff Campaign" page, select **'Pitt Fund'** in the upper right corner of the screen

## HOW TO MAKE AN ONLINE PAYROLL DEDUCTION:

- Review "Contributor Information" and select **'Next'**. Enter Gift Amount and select a fund from either the **'Previous Funds,' 'Most Popular Funds,'** or **'Search Funds'** options. If you would like to designate your gift to another fund, enter another dollar amount. You may designate up to five funds, including your current contributions from page one. To give to more than five funds, please contact Sean Dean at 412-624-5811 or [Sean.Dean@ia.pitt.edu](mailto:Sean.Dean@ia.pitt.edu).
- When you have designated all of the gifts you wish to make, select **'Next'**.

**If you are using Internet Explorer** and cannot enter a dollar amount, or if the DESIGNATE and NEXT buttons are not operating, you may need to enable Compatibility View by clicking the icon indicated below, which will turn blue once it is enabled.



- Indicate how you would like your gift to be deducted from your paycheck. Select either amount per month or number of months. You must click **'Calculate'** in order to complete the payroll deduction.

## WHO TO CONTACT FOR MORE INFORMATION ABOUT ONLINE PAYROLL DEDUCTIONS:

1. Sean Dean – 4-5811 or [Sean.Dean@ia.pitt.edu](mailto:Sean.Dean@ia.pitt.edu)
2. Chris Bell – 4-8154 or [Chris.Bell@ia.pitt.edu](mailto:Chris.Bell@ia.pitt.edu)



PLEASE NOTE: The Faculty and Staff Online Payroll Deduction page is NOT located on the Pitt Giving site ([www.giveto.pitt.edu](http://www.giveto.pitt.edu)). It is part of the my.pitt.edu portal and is available only to faculty and staff members of the University of Pittsburgh.