

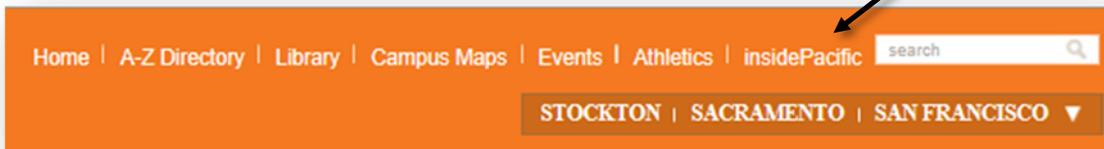
Ways to Give – Online Payroll Deduction

You can only use the online option if you previously given to United Way through online payroll deduction at University of the Pacific.

The physical “Campaign Pledge Form” can also be completed for payroll deductions. Please send your completed campaign pledge form in the white “United Way” envelope to Cindy Lee in the President’s Office.

Online Payroll Deduction for Pacific Employees/Staff/Faculty:

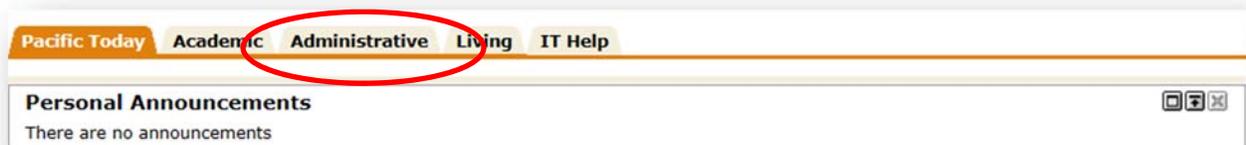
1. Open <http://www.pacific.edu/>
2. Click on **insidePacific** link in right upper corner next to the search bar



3. Login with PacificNet ID and Password



4. Click 'Administrative' tab



5. Click 'Click here to:' under the heading Administrative Services



6. Click 'Employee'

Personal Information

Addresses, contacts, e-mail, marital status, SSN, PIN.

Employee

Time sheets, time off, benefits, leave or job data, pay stubs, W2 and T4 forms, W4 data.

7. Click 'Benefits and Deductions'



Employee Services



Time Sheet

Time Sheet is used by designated Students and Temp Casuals to enter time related data, and for designated approvers and proxies to view time sheet data. The following documents will provide guidance in completing your time sheet accurately:

[2016 Student and Temp Casual Web Time Entry Payroll Calendar](#)

[Overtime Requirements NonExempt Employees](#)

[Format Guidelines for Entering Hours](#)

[Rest Periods & Meal Breaks](#)

To view the PowerPoint presentations below, once opened, on the ribbon at the top click on "Slide Show," then click "From Beginning."

[Web Time Entry Approvals for Supervisors](#)

[Web Time Entry for Students and Temp Casuals](#)



Benefits and Deductions

View your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; and benefit statement.



Pay Information

View your direct deposit breakdown, earnings, pay stubs, and deductions history.



Tax Information

View your prior W-2 forms / update W-4 form.

For more information on updating W-4 information, please click on this [link](#).



Job Summary

Displays your current and prior positions at the University.



Leave Balances

Lists various leaves you are eligible for, current balances and history.



Labor Redistribution

Allows administrative staff to create and approve labor redistribution transactions.

8. Click 'Miscellaneous'



Retirement Plans



Health Insurance



Flex Spending Accounts



Miscellaneous

View a variety of payroll deductions, including United Way, credit union, long term disability,



Benefit Statement

9. Scroll down to **United Way** and click Update located to the right
- Change status to 'Active'
 - Change effective to '01/01/2017'
 - **Employee amount** enter amount to be deducted from each paycheck
 - **Employee limit** enter annual amount (paycheck deduction amount multiply by 24 paychecks)
 - Click **submit changes** and follow instructions to make your United Way allocation

 To make a United Way donation:

- Status - Active
- Effective Date - 01/01/2017
- Employee Amount - Amount to be deducted from each pay period
- Employee Limit - Annual Amount (paycheck deduction amount * 24)

Click on "Submit Changes", when done.

If you make an error, click on "Restore Original Values".

* - indicates a required field.

UnitedWa (United Way)

Deduction Effective as of: Dec 31, 2016

Status: Active

Effective Date of Change MM/DD/YYYY:* 01/01/2017

Note: Effective Date must be after Oct 15, 2016 the date you were last paid

Employee Amount 999999.99 :*

Employee Limit 999999.99 :

Submit Changes

Restore Original Values

10. After the changes have been submitted, click the 'Link to the pledge form'

United Way Update Confirmation

The updates you requested were successfully processed.

Please click this link to allocate your donation on the pledge form.

[Link to the pledge form](#)

If you do not complete the pledge form, your donation will be disbursed by United Way.

2016-2017 UNITED WAY OF SAN JOAQUIN PLEDGE FORM

Employee ID:

Email:

Department

Last Name

First Name

M.I

Address

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

My Donation

Annual Amount

\$.

Dollars

Cents

1) I wish to help fund United Way of San Joaquin County so that they may continue to fulfill their mission of improving lives by mobilizing the caring power of communities. With these funds we are able to make a positive impact throughout our community.

You may place all or a portion of your donation here.

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Dollars

Cents

Option #1 United Way of San Joaquin County (Listed Above): If you chose to donate to the United Way San Joaquin County, these funds will be allocated by United Way San Joaquin County's discretion.

Option #2 You choose how your donation is given: Listed below, please specify your preferred 501 (C) 3 organization. If you have multiple organizations that you would like to make a contribution to, please list the second organization below. You may attach additional pledge forms, if needed.

2) Designation, you may place all or a portion of your donation here:

Non-profit Agency 1:

\$.
Name Dollars Cents

Street Address

Address Line 2

City State / Province / Region

Postal / Zip Code Country

Non-profit Agency 2:

\$.
Name Dollars Cents

Street Address

Address Line 2

City State / Province / Region

Postal / Zip Code Country

3) I wish to support the Stockton Police Department to build a safe and secure community.

You may place all or a portion of your donation here.

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Dollars Cents

Option #3 Stockton Police Department: Your donation goes to the Stockton Police Department.

12. Once the pledge form is completed, please click 'Submit'