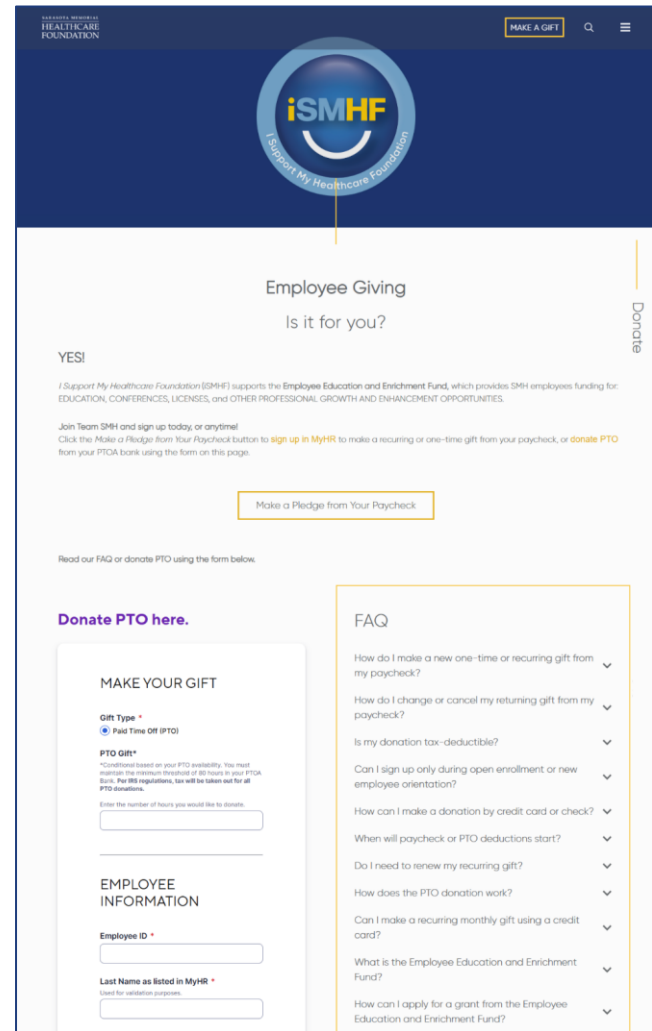




How to Create and Manage One-Time and Recurring Gifts from Your Paycheck

Quick Links

- I. Create a new one-time or recurring iSMHF gift.
- II. Use optional fields to create a one-time gift or set a total goal amount/recurring gift end date.
- III. More about optional fields.
- IV. Manage your existing recurring iSMHF gift.
- V. FAQ

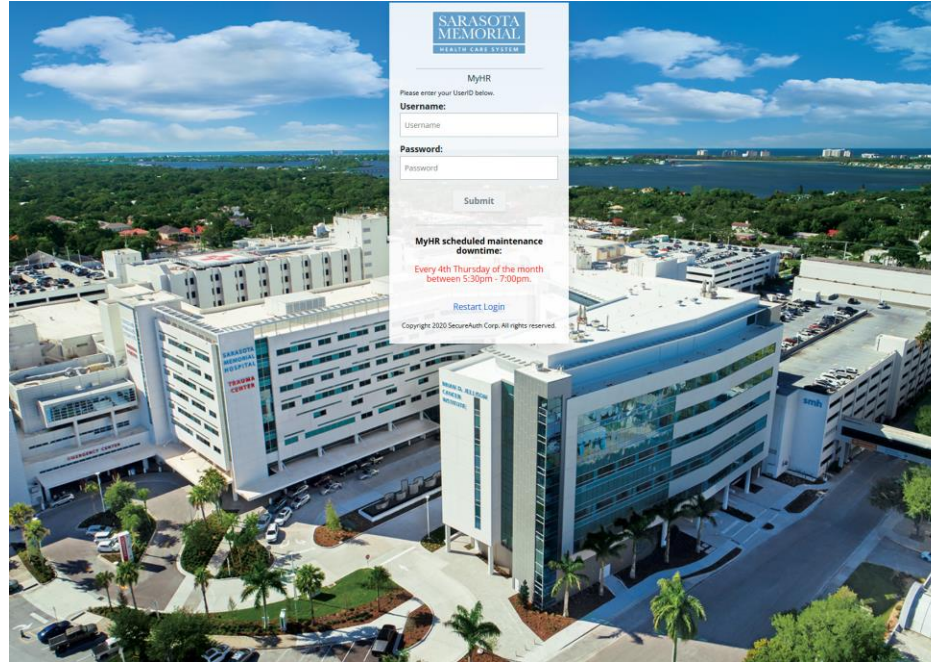


The screenshot shows the iSMHF Employee Giving page. At the top, there's a dark blue header with the iSMHF logo and a 'MAKE A GIFT' button. Below the header, the page title is 'Employee Giving' with the subtitle 'Is it for you?'. The main content area is white and contains several sections: a 'YES!' section with a brief description of the Employee Education and Enrichment Fund, a 'Join Team SMH' section, and a 'Make a Pledge from Your Paycheck' button. Below this is a 'Donate PTO here.' section with a 'MAKE YOUR GIFT' form. The form includes fields for 'Gift Type' (radio buttons for 'Paid Time Off (PTO)' and 'Credit Card'), 'PTO Gift' (text input), 'Employee ID' (text input), and 'Last Name as listed in MyHR' (text input). To the right of the form is an 'FAQ' section with a list of questions and answers, each with a dropdown arrow. The page also has a 'Donate' link in the top right corner.

Visit smhf.org/iSMHF if you prefer to donate PTO and for more FAQ.

Navigate to MyHR

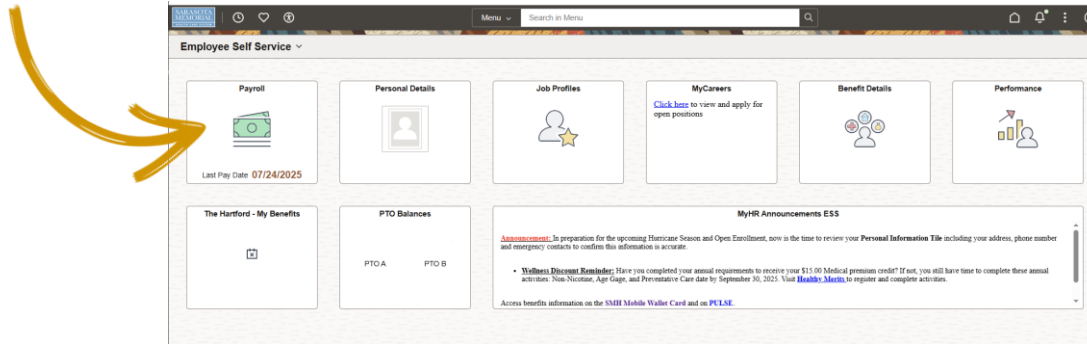
1. In your web browser, go to MyHR.smh.com.



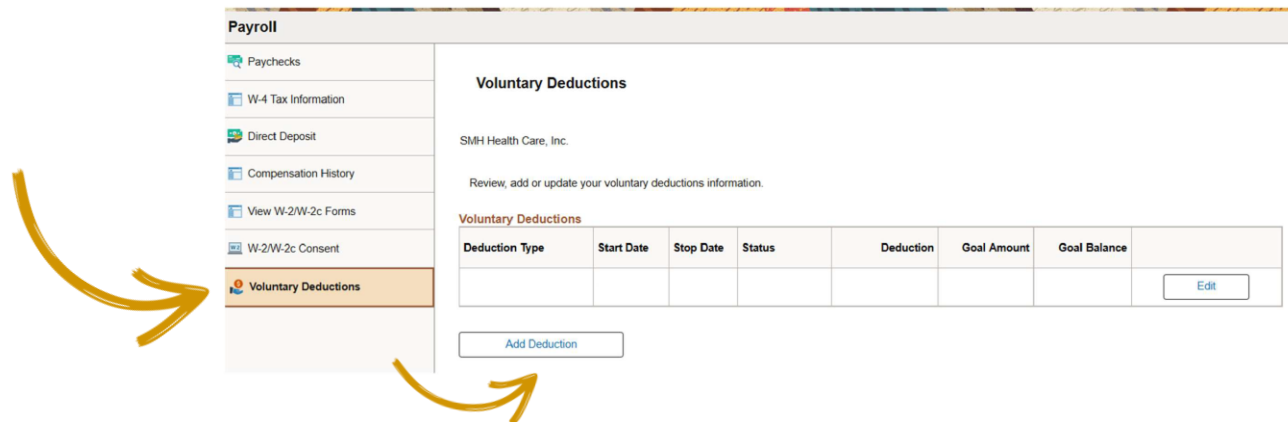
2. Login using your SMH username and password.

Add a Gift (Voluntary Deduction)

3. Click on **PAYROLL**.



4. Click on **VOLUNTARY DEDUCTIONS** then **ADD DEDUCTION**.



* To edit an existing recurring gift, click here to jump to **MANAGE YOUR GIFT** on page 8.

Enter Your Gift (Voluntary Deduction)

5. Type of Deduction:
 - Select **EE GIVING - FOUNDATION**.
6. Flat Amount:
 - Select **AMOUNT**.
7. Enter Amount to Be Deducted:
 - **ENTER YOUR GIFT AMOUNT** to be deducted from your paycheck. (Note: *This can be a one-time or recurring amount.*)

Payroll

- Paychecks
- W-4 Tax Information
- Direct Deposit
- Compensation History
- View W-2/W-2c Forms
- W-2/W-2c Consent
- Voluntary Deductions**

Voluntary Deductions
Add Voluntary Deduction

SMH Health Care, Inc.

*Type of Deduction

*Flat Amount

*Enter Amount to be deducted

Take deduction until I reach this Goal Amount

*Enter Deduction Start Date as MM/DD/YYYY

Enter Deduction Stop Date as MM/DD/YYYY

Current Balance 0.00

* Required Field

Enter Start Date and Submit

8. **Optional:** Take deduction until I reach this Goal Amount
 - Your recurring gift will be deducted until you reach the goal amount.
 - **One-time Gifts:** **GOAL AMOUNT** should match the **AMOUNT TO BE DEDUCTED**.
9. Enter Deduction Start Date:
 - Enter **DATE TO START YOUR DEDUCTION**.
10. **Optional:** Enter Deduction Stop Date
 - Your recurring gift will be deducted until you reach the stop date.
11. Click **SUBMIT**.

The screenshot shows the 'Payroll' section of a system, specifically the 'Voluntary Deductions' page. The left sidebar contains links for Paychecks, W-4 Tax Information, Direct Deposit, Compensation History, View W-2/W-2c Forms, W-2/W-2c Consent, and Voluntary Deductions (which is highlighted). The main content area is titled 'Voluntary Deductions' and 'Add Voluntary Deduction' for 'SMH Health Care, Inc.'. It features a dropdown for '*Type of Deduction' set to 'EE Giving - Foundation', a '*Flat Amount' dropdown set to 'Amount', and a text input for '*Enter Amount to be deducted'. Below these are three rows of options: 'Take deduction until I reach this Goal Amount' (highlighted with a green box), '*Enter Deduction Start Date as MM/DD/YYYY' (with a calendar icon), and 'Enter Deduction Stop Date as MM/DD/YYYY' (with a calendar icon). A 'Current Balance' of '0.00' is shown at the bottom. A blue 'Submit' button is at the bottom right, with a '* Required Field' note below it. Two orange arrows point to the 'Submit' button and the 'Take deduction until I reach this Goal Amount' option.

Payroll

Voluntary Deductions

Add Voluntary Deduction

SMH Health Care, Inc.

*Type of Deduction: EE Giving - Foundation

*Flat Amount: Amount

*Enter Amount to be deducted:

Take deduction until I reach this Goal Amount

*Enter Deduction Start Date as MM/DD/YYYY

Enter Deduction Stop Date as MM/DD/YYYY

Current Balance: 0.00

Submit

* Required Field

Optional Fields

The optional fields, **Take deduction until I reach this Goal Amount** and **Enter Deduction Stop Date**, allow you to manage your total giving and/or gift duration.

If neither field is completed, your recurring gift (voluntary deduction) will continue without end and will not need to be renewed.

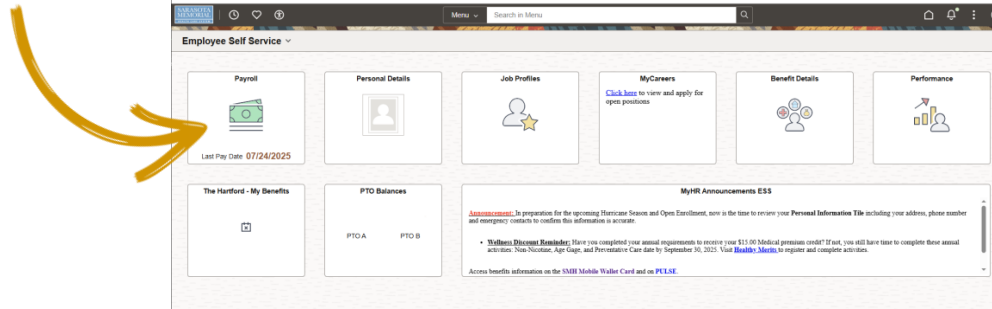
You can change or end your gift at any time in MyHR Payroll.

The screenshot displays a form for setting up a deduction. The fields are as follows:

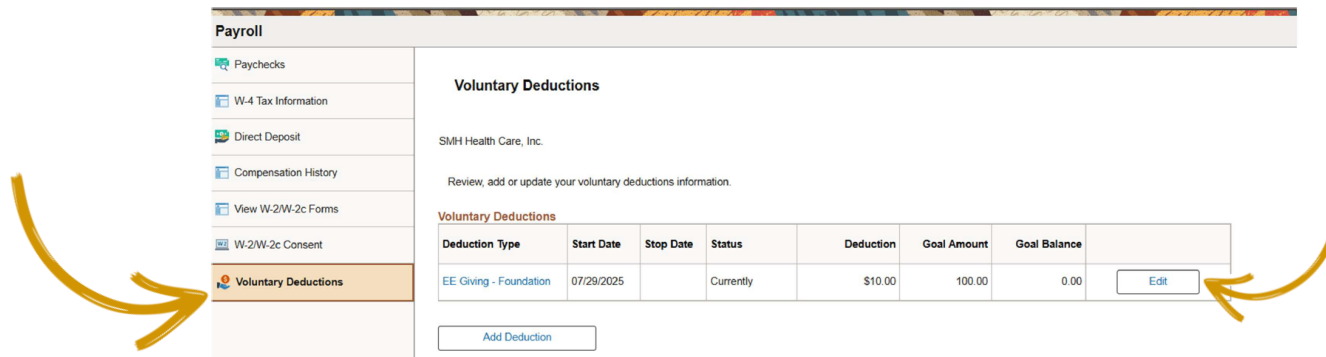
- *Type of Deduction:** A dropdown menu with "EE Giving - Foundation" selected and a search icon.
- *Flat Amount:** A dropdown menu with "Amount" selected.
- *Enter Amount to be deducted:** A text input field.
- Take deduction until I reach this Goal Amount:** A text input field, highlighted with a green border.
- *Enter Deduction Start Date as MM/DD/YYYY:** A date picker field.
- Enter Deduction Stop Date as MM/DD/YYYY:** A date picker field, highlighted with a green border.
- Current Balance:** A label followed by the value "0.00".

Manage Your Gift

1. In your web browser, go to MyHR.smh.com.
2. Login using your SMH username and password.
3. Click on **PAYROLL**.



4. Click on **VOLUNTARY DEDUCTIONS** then **EDIT**.



Edit Gift Amount or Stop Date

5. Edit your gift.

- To increase or decrease your recurring gift, edit **AMOUNT TO BE DEDUCTED**.
- To add or change your end date, edit **DEDUCTION STOP DATE**.
- *To cancel your recurring gift, add or change your **DEDUCTION STOP DATE**.*

6. Click **SUBMIT**.

Voluntary Deductions

Change Voluntary Deduction

SMH Health Care, Inc.

*Type of Deduction	EE Giving - Foundation
*Flat Amount	Amount
*Enter Amount to be deducted	25.00
Take deduction until I reach this Goal Amount	1000.00
*Enter Deduction Start Date as MM/DD/YYYY	07/29/2025
Enter Deduction Stop Date as MM/DD/YYYY	
Current Balance	500.00

NOTE: Due to payroll cycles, your change may be delayed by up to two pay periods.

iSMHF FAQ

Q: What is iSMHF?

A: I Support My Healthcare Foundation (iSMHF) is an SMH employee giving program that supports the **Employee Education & Enrichment Fund**.

Q: What is the Employee Education & Enrichment Fund?

A: The Employee Education & Enrichment Fund provides SMH employees funding for education, conferences, licenses, and other professional growth and enhancement opportunities. Learn how to apply for a grant at smhf.org/iSMHF.

Q: Is my donation tax-deductible?

A: Yes, Sarasota Memorial Healthcare Foundation is a U.S. 501(c)(3) tax-exempt organization. When you give to the iSMHF campaign, a tax receipt will be mailed to your home in January. Please consult your tax advisor.

Q: Can I still donate PTO, or via check or credit card?

A: Yes! Visit smhf.org/iSMHF. There you'll find the PTO donation form, instructions for other ways to give, and more FAQ.



Have more questions? We're here to help!

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smhf.org/iSMHF