

# #teampossible Workplace Giving

You can join our workplace giving program through the PeopleSoft self-service platform.

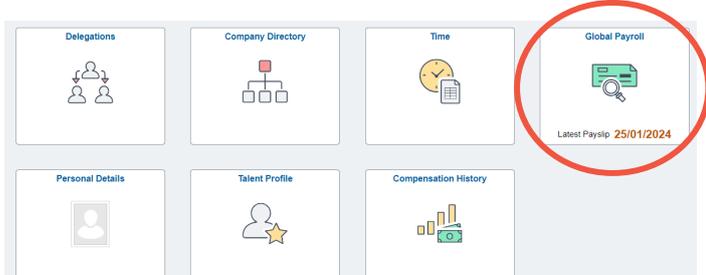
## Setup

Access PeopleSoft here: <https://efhris.com.au>

**Note** - The self-service portal is not accessible each pay-run week from Tuesday pm – Wednesday pm (fortnightly).

### Step 1

When logged in to PeopleSoft, select the 'Global Payroll' button.



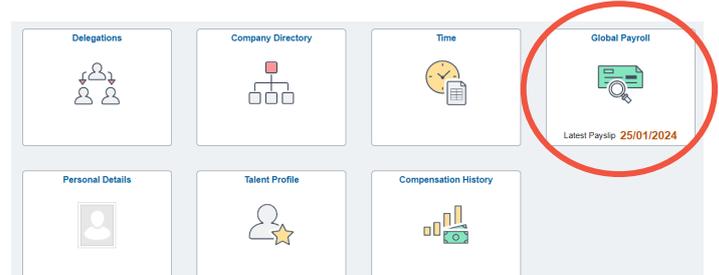
## Amend

To amend the amount, please follow the steps below to cancel your payment then refer to the process on the left to create a new recurring payment.

## Cancel

### Step 1

When logged in to Peoplesoft, select the 'Payroll and Banking' button.



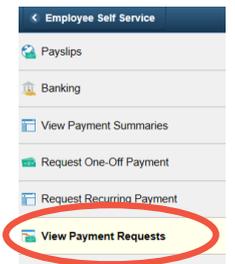
### Step 2

Select 'Request Recurring Payment' from the menu on the left.



### Step 2

Select 'View Payment Requests' from the left-hand menu.



### Step 3

'Payment Type' and 'Payment Code' fields' - you have two options:

Select 'Donation Pre' in both fields to have funds taken before your salary is taxed

Select 'Donation' in both fields to donate post tax

If you have questions about this please contact your People & Wellness partner.

### Step 3

Select 'Edit', then enter an end date for the current payment.



### Step 4

Choose the date\*\* you would like the payment to start and enter the amount you would like Endeavour Foundation to receive.

**\*\*Note** - The payment will be deducted from the first pay following the date you select.

### Step 4

Click 'Submit' at the bottom of the page.

### Step 5

Click 'Submit' at the bottom of the page. You will receive an automated email once you submit the form.

*Thank you for your support*