

## How to Make Your Gift to RIT via Payroll Deductions in Workday

### Instructions

1. Access [Workday](#)
2. Click your profile picture in the top right corner
3. Click View Profile
4. Click Pay
5. Select Voluntary Deductions on the ribbon
6. Click Add
7. Select the Deduction type:
  - RIT Gift is to be used for a normal voluntary deduction (*most commonly used*)
  - RIT Gift Sentiel Society
    - Recognition in RIT's premier annual giving society is granted to those who make a five year pledge to a Sentinel Society eligible fund, in an area of the university they feel most passionate about.
    - For more information about joining our society, please visit <https://www.rit.edu/giving/sentinel-society>
    - **Please Note:** If you select Sentinel Society, you will **only** be prompted to select ongoing and must select an end date 5 years out from the start date.
  - **Please Note:** The Tiger Bucks option is intended for adding funds to your Tiger Bucks account via payroll deduction, not for making a gift to RIT. If you would like to use Tiger Bucks to make a gift to RIT, please submit a request through the RSC: [Faculty/Staff Tiger Bucks Gift](#)
8. Select the Purpose from the dropdown list
9. For one-time deductions: select One-time
10. For recurring deductions: select Ongoing
  - If an end date is **not** selected for recurring, your gift will continue in perpetuity
11. Select Start Date and End Date (if applicable)
  - **Please Note:** Under the Date field(s), you'll find the Next Payment Date. This reflects the **actual** date your gift will be deducted according to the RIT Payroll Schedule.
12. Add Value
13. Click Ok
14. A new screen will populate to outline what you selected
15. If everything is accurate, select Done

For more a more detailed guideline and FAQs [click here.](#)