

RIT

How to Make Your Gift to RIT via Payroll Deductions in Oracle

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How to Make Your Gift in Oracle

Access Oracle

- Faculty/Staff: [Employee Self-Service and Approvals](#)
- Students Employees: [Student Self-Service](#)

Click RIT Employee Self-Service/RIT Student Self Service

Click My Gift

- Click My Gift under the RIT Employee Self-Service/RIT Student Self-Service section



Gift Overview

- You will arrive at the Gift Overview screen



Future and Recurring Transactions

- If you have any future and/or recurring Oracle payroll deductions, they will be listed in the Future and Recurring Transactions section

Effective	Type	Option	Amount per Pay Period	Occurrences	Status
18-JAN-2019	RIT Gift Deduction	One-time RIT Gift	2.00	One	✓ Processed
01-FEB-2019	RIT Gift Deduction	Recurring RIT Gift	1.00	Recurring	✓ Processed

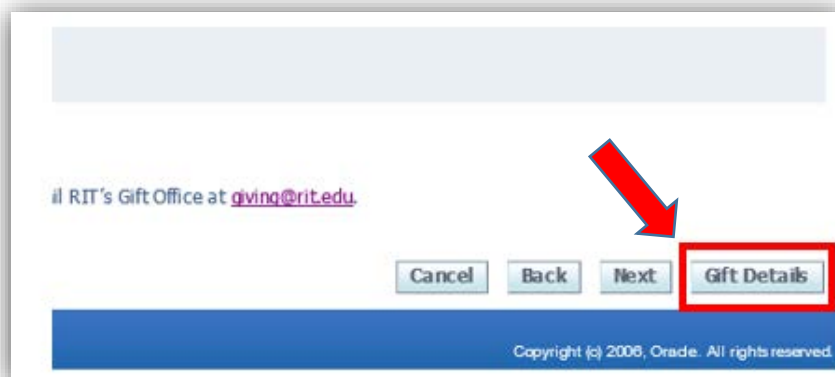
The transactions listed above are based on the effective date – not the payroll date.

We are in the process of transitioning between two systems. At this time, all of your active transactions may not

- If it says “No results found.” in the Effective field, then there are no active future or recurring deductions under your Employee UID *within Oracle*

Gift Details

- Click Gift Details for additional information regarding your active deductions



- **Please note:** For both the Future and Recurring Transactions section and the Gift Details report, all of your active deductions may not be listed here. Previous deductions created using a paper form *will not* appear within this section – even if they are still active. Also, this data is based on the effective date, not the pay date. Once the effective date passes, the transaction will no longer be listed here, unless it is recurring in the future

RIT

Click Make Your Gift

- Click Make Your Gift to make a new gift

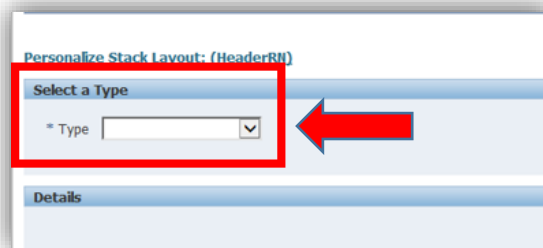


Select the Type

- Select the Type of gift as RIT Gift Deduction

Select the Option

- Select the Option
 - **One-time RIT Gift** is to be used to initiate a *one-time deduction* from your next paycheck
 - **Recurring RIT Gift #** is to be used to initiate a *perpetual deduction* (the amount per pay period will be withdrawn from each paycheck until discontinued) or a *recurring deduction* (the amount per pay period will be withdrawn from each paycheck for a selected period of time)



- **Please note:** Do not select a Recurring RIT Gift # option that is currently in process. This will cause the in-process deduction to stop. Your current in-process deductions can be found on the Gift Overview screen. The One-time RIT Gift option can be used multiple times
 - For example: If Recurring RIT Gift 1 is listed as an option on the Future and Recurring Transactions section, do not select Recurring RIT Gift 1 as the option when you are making a new recurring gift because it is already in use

Effective	Type	Option	Amount per Pay Period	Occurrences	Status
16-NOV-2018	RIT Gift Deduction	Recurring RIT Gift 1	1.00	Recurring	✓ Processed

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How to initiate a One-Time Gift

- After selecting the One-time RIT Gift option, you will be prompted to enter the details of your gift
 - o **Amount per Pay Period:** This is the amount you would like withdrawn from your next paycheck
 - Enter the amount
 - o **Area of Support:** This is the area you would like to support with your gift
 - Select the area of support from the dropdown list
 - **Please Note:** At this time, only a selection of funds are available in Oracle, however, in the future more will be listed. If you do not see the area of support that you would like to give to, please contact RIT's Gift Office. Only one area of support can be selected per transaction. To give to multiple areas, please establish multiple transactions
 - o **Pay Date of Gift:** This is the date of the paycheck your gift will be withdrawn from
 - Select the pay date of gift from the dropdown list
 - **Please Note:** A deduction cannot be withheld when you do not receive a paycheck. At this time, one-time deductions can only be scheduled for the next available pay date based on the RIT Payroll Schedule
 - o After entering these details, click Apply
 - The effective date on this screen is the date the transaction is created in Oracle
 - **Please Note:** Your new gift will now show on the Future and Recurring Transactions section but is not yet complete. When the status of your gift is New, your request has not yet been submitted to the RIT Payroll Department. If you click Cancel, Back or Gift Details at this time, you will be forced to start over
 - Click Next
 - o **Please Note:** Your new gift is still not yet complete. Please review the authorization statement, tax statement, and gift details
 - We recommend you print this page for your records
 - The effective date on this screen is now the first day of the pay period which corresponds with the pay date

The screenshot shows a 'Gift Review' screen with a table of gift details. A red box highlights the following information:

Proposed	
Effective	18-Jan-2019
Type	RIT Gift 1ded
Amount per Pay Period	2
Area of Support	Unrestricted Support Fund
Pay Date of Gift	08-FEB-2019

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- Click Submit when you are ready to complete your new gift
- After reviewing the confirmation screen, you can click Home to return to your Oracle Home Page. If you then click My Gift, your transaction will now have a status of Processed in the Future and Recurring Transactions section

Effective	Type	Option	Amount per Pay Period	Occurrences	Status
18-JAN-2019	RIT Gift Deduction	One-time RIT Gift	2.00	One	✓ Processed
01-FEB-2019	RIT Gift Deduction	Recurring RIT Gift 1	1.00	Recurring	✓ Processed

How to initiate a Recurring Gift

- After selecting an unused Recurring RIT Gift # option, you will be prompted to enter the details of your gift
 - **Amount per Pay Period:** This is the amount you would like withdrawn from *each* paycheck
 - Enter the amount
 - **Area of Support:** This is the area you would like to support with your gift
 - Select the area of support from the dropdown list
 - **Please Note:** At this time, only a selection of funds are available via Oracle, however, in the future more will be listed. If you do not see the area of support that you would like to give to, please contact RIT's Gift Office. Only one area of support can be selected per transaction. To give to multiple areas, please establish multiple transactions
 - **First Pay Date of Gift:** This is the date of the first paycheck your gift will be withdrawn from
 - Click on the magnifying glass icon
 - Click Go
 - Select the pay date of gift that you would like your deductions to begin on
 - Click Select
 - **Last Pay Date of Gift:** This is the date of the last paycheck your gift will be withdrawn from – if any
 - If you would like to create a *perpetual deduction* (the amount per pay period will be withdrawn from each paycheck until discontinued), DO NOT enter a Last Pay Date of Gift. It can be stopped in the future by emailing RIT's Gift Office at giving@rit.edu
 - If you would like to create a *recurring deduction* (the amount per pay period will be withdrawn from each paycheck for a selected period of time), select a Last Pay Date of Gift by following the same steps for the First Pay Date of Gift
 - We recommend that you use the RIT Payroll Schedule, available at <https://www.rit.edu/fa/controller/payroll>, to determine when your Last Pay Date of Gift should be to reach your desired total

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- For example: If you give \$5 per pay period, beginning 2/08/19 and ending 4/19/19, your gift total will be \$25 over five payrolls

Details

* Amount per Pay Period	<input type="text" value="5"/>
* Area of Support	<input type="text" value="Unrestricted Support Fund"/>
* First Pay Date of Gift	<input type="text" value="08-FEB-2019"/>
Last Pay Date of Gift	<input type="text" value="19-APR-2019"/>

To process a perpetual gift, select a recurring giving@rit.edu.

A gift cannot be withheld when you do not receive...

Only one area of support can be selected per...

If you do not see the area of support that you...

- After entering these details, click Apply
 - The effective date on this screen is the date the transaction is created in Oracle
 - **Please Note:** Your new gift will now show on the Future and Recurring Transactions section but is not yet complete. When the status of your gift is New, your request has not yet been submitted to the RIT Payroll Department. If you click Cancel, Back or Gift Details at this time, you will be forced to start over
 - Click Next
 - **Please Note:** Your new gift is still not yet complete. Please review the authorization statement, tax statement, and gift details
 - We recommend you print this page for your records

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- The effective date on this screen is now the first day of the pay period which corresponds with the first pay date

Gift Review

New RIT Gift Deduction: Recurring RIT Gift 1

Proposed
Effective 01-Feb-2019
Type RIT Gift 1r
Amount per Pay Period 1
Area of Support General Scholarship Fund
First Pay Date of Gift 22-FEB-2019
Last Pay Date of Gift 08-MAR-2019

- Click Submit when you are ready to complete your new gift
- After reviewing the confirmation screen, you can click Home to return to your Oracle Home Page. If you then click My Gift, your transaction will now have a status of Processed in the Future and Recurring Transactions section

Make Your Gift

Future and Recurring Transactions

Effective	Type	Option	Amount per Pay Period	Occurrences	Status
18-JAN-2019	RIT Gift Deduction	One-time RIT Gift	2.00	One	✓ Processed
01-FEB-2019	RIT Gift Deduction	Recurring RIT Gift 1	1.00	Recurring	✓ Processed

FAQs

Why is the fund I want to give to not listed?

- At this time, only a selection of funds that align with university priorities are available in Oracle.
- More funds will be added once it is determined that this is a used and supported application.
- If you do not wish to give to one of these funds, we are still accepting [paper forms](#). Please email the completed form to giving@rit.edu or interoffice mail it to: Gift Office – CONFIDENTIAL, Development & Alumni Relations, University Services Center, Rm. 3350.

I want to make a gift of a certain amount over a period of time. How can I determine my Last Day of Pay to reach this total?

- This must be determined by you. After you decide how much you would like to give per pay period, you will need to count how many pay dates are needed to reach your desired total.
- We recommend that you use the RIT Payroll Schedule, available at <https://www.rit.edu/fa/controller/payroll>, to determine when your Last Pay Date of Gift should be.
- You will receive a confirmation of your gift that will include the pledge total, if applicable, within the first week of the next month after it is submitted in Oracle.
- Example: if you are paid semi-monthly and would like to give \$1,000 over a year, your per pay period amount would be \$41.67 over 24 pay periods to total \$1,000.08.

Why are all of my current payroll gift deductions not listed in the Future and Recurring Transaction section or Gift Details report in Oracle?

- We are in the process of transitioning between two systems.
- Previous deductions created using a paper form will not appear in Oracle – even if they are still active.
- This data is based on the effective date, not the pay date. Once the effective date passes, the transaction will no longer be listed in Oracle, unless it is recurring in the future.

Why am I unable to select any date I want for a one-time payroll gift deduction?

- At this time, one-time deductions can only be scheduled for the next available pay date based on the RIT Payroll Schedule.

Can student employees make a gift in Oracle?

- Yes! They should log into [Student Self-Service](#) and follow the steps in the “How to Make Your Gift in Oracle” document.

When will I receive a receipt for these gifts?

- Every January, RIT’s Gift Office issues donors a statement listing all recurring payroll gift deductions for the prior calendar year.

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- For one-time deductions, RIT's Gift Office will issue a receipt after the gift is withdrawn.
- For perpetual deductions, RIT's Gift Office will issue a receipt after the first gift is withdrawn.
- Per IRS publication 1771, for charitable contributions made by payroll deduction, the donor may use a pledge card prepared by or at the direction of charitable organization (for example, the printed Gift Review page), along with one of the following documents:
 - A pay stub,
 - Form W-2, Wage and Tax Statement, or
 - Other employer-furnished document that shows the amount withheld and paid to a charitable organization.

If a donor makes a single contribution of \$250 or more by payroll deduction, the pledge card or other document from the organization must also include a statement to the effect that the organization does not provide goods or services in whole or partial consideration for any contributions made to the organization by payroll deduction.

Each payroll deduction amount of \$250 or more is treated as a separate contribution for purposes of the \$250 threshold requirement for written acknowledgments.

What happens if I am not currently receiving a paycheck from RIT and have a payroll gift deduction set up?

- For transactions created in Oracle, the deduction will not process if you do not receive a paycheck. The missed deduction will not be withdrawn in a future paycheck.
- For transactions created by paper form, the deduction will be withdrawn from the next paycheck you receive.

Can I still submit a paper Payroll Deduction Gift Form?

- Yes! At this time, we are still accepting [paper forms](#). Please email the completed form to giving@rit.edu or interoffice mail it to: Gift Office – CONFIDENTIAL, Development & Alumni Relations, University Services Center, Rm. 3350.

How do I stop or change a payroll gift deduction I made in Oracle?

- It can be stopped by emailing RIT's Gift Office at giving@rit.edu.
- To change your deduction, the current one must be stopped and a new one made.

I have questions! Who do I contact?

- Please contact RIT's Gift Office for any payroll gift deduction questions at giving@rit.edu.

We hope that at this time you have successfully completed making a gift to RIT via Oracle! You are a valued member of the RIT family and we truly appreciate your generosity to the university. Thank you for showing your Tiger Pride through your personal support of RIT!

Contact Us

For all giving-related questions, please call, fax, or email:

585-475-5500 or 1-800-477-0376

TTY: 585-475-5018 Fax: 585-475-7004



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