



EMPLOYEE EMERGENCY FUND

Payroll Deduction

Payroll deduction is a convenient way to give. Best of all, it's easy!

[To initiate a voluntary payroll deduction in PeopleSoft, click here to visit GradyNet.](#)

- Scroll down the left menu and select **PeopleSoft Benefits/Payroll**.
- Login to PeopleSoft Benefits/Payroll and select the Nav Bar.
- Next, proceed as follows: > Navigator > Self Service > Payroll & Compensation > Voluntary Deductions > Add Deduction
- Next to ***Type of Deduction**, type in the words: **Every Dollar Counts for Grady**.
- Next to ***Select Deduction Type Amount**, select **Amount** from the dropdown box.
- Fill in your desired gift levels and click submit.

Thank you for supporting the Employee Emergency Fund!