

Employee Giving Portal Guide

- 1) **Select Foundation and Designation:** Choose the foundation and specific designation to ensure your contribution supports the cause most important to you.
- 2) **Select Donation type, Frequency and provide other details:** You may contribute using your accrued Paid-Time-Off (PTO) hours, through payroll deduction, or a combination of both. Donations can be made as a one-time contribution or established as a recurring schedule.
- 3) **Review the summary and submit the donation:** Take a moment to review and confirm all your donation details one last time before finalizing your generous contribution.
- 4) **View your donations:** Access a complete record of your giving history, including past contributions and upcoming commitments, to stay informed and engaged.

Employee Giving Portal - Desktop Instructions

- 1) Sign-in using your 'First.Last@CommonSpirit.org' email address and credentials

Connecting to 
Sign in with your account to access EAD-Employee-Giving-Client


Sign In
CommonSpirit Email
Enter your full "@commonspirit.org" identity

☐ Keep me signed in
Next
[Unlock an account](#)

- 2) Home page
 - a) 'Make a Donation

Welcome, Rose Bell!



Giving Program

Empower change and foster a culture of generosity through our Giving Program, where every contribution creates a ripple of impact, uniting us in a shared mission of giving back.

 **Make a Donation**

 **Browse Foundations**

 **View My Donations**

CommonSpirit Health has 80+ fundraising locations located across the U.S.

Over the past five years, donors have invested more than \$1.6 billion into our mission.

Annually, CommonSpirit Health sees over 65,000 donors support our mission.

3. Review the summary and submit the donation

Take a moment to review and confirm all your donation details one last time before finalizing your generous contribution.

Why Should you donate?

Giving to one of CommonSpirit Health's foundations is making a statement. It's a statement that you believe in a healthier world, driven by clinical excellence and equitable access for each and every community CommonSpirit Health serves. Your gift closes gaps in care, strengthens communities, and affirms that world-class care belongs to everyone, not just a few.

[Learn more](#)

b) Search by Keyword - Enter 'St. Joseph's Hospital and Medical Center'



 **Back to Home**

 **View My Donations**

 **Browse Foundations**

 **Choose Foundations**

 **Donation Information**

 **Summary**

 **Search by Keyword**

All Foundations

All Designations

All Hospitals

All Cities

All States

All Regions

Z-A

Clear

Next

Arroyo Grande Community Hospital Foundation

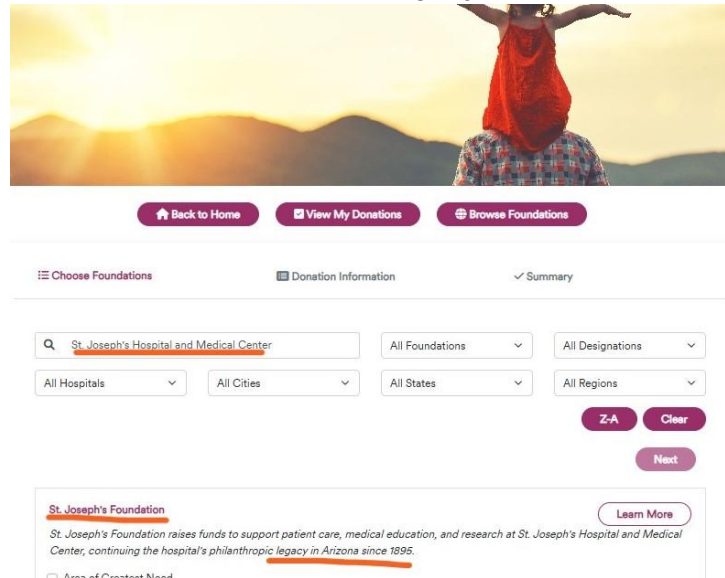
[Learn More](#)

Arroyo Grande Community Hospital Foundation relies on community generosity to fund local healthcare programs and services through gifts, bequests, and endowments, offering a meaningful way to express joy, hope, and support.

- ☐ Where the need is Greatest
- ☐ Excellence Campaign
- ☐ Employee Assistance Fund
- ☐ Cancer Care Fund

i) Select designation under 'St. Joseph's Foundation - St. Joseph's Foundation raises funds to support patient care, medical education,

and research at St. Joseph's Hospital and Medical Center, continuing the hospital's philanthropic legacy in Arizona since 1895'



Back to Home View My Donations Browse Foundations

Choose Foundations Donation Information Summary

Search: St. Joseph's Hospital and Medical Center

All Foundations All Designations

All Hospitals All Cities All States All Regions

Z-A Clear Next

St. Joseph's Foundation Learn More

St. Joseph's Foundation raises funds to support patient care, medical education, and research at St. Joseph's Hospital and Medical Center, continuing the hospital's philanthropic legacy in Arizona since 1895.

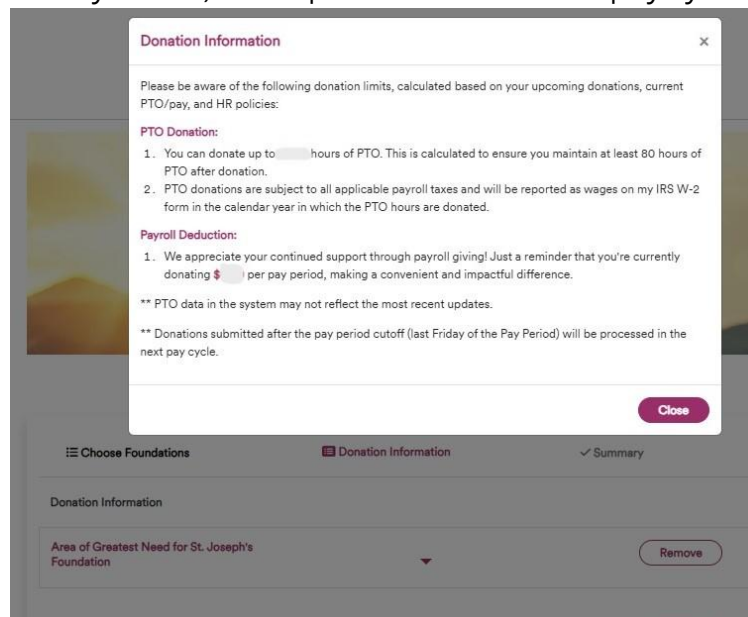
☐ Area of Greatest Need

ii) Review Designation Options

- (1) **NOTE:** If your preferred designation is not listed, please select 'Area of Greatest Need' and write in the designation of choice in the notes section after selecting the donation method (payroll vs. PTO)

c) Once selected - 'Donation Information' pop-up will display PTO Donation and Payroll Deduction options

- i) Note: Donations submitted after the pay period cutoff (last Friday of the Pay Period) will be processed in the next pay cycle.



Donation Information X

Please be aware of the following donation limits, calculated based on your upcoming donations, current PTO/pay, and HR policies:

PTO Donation:

1. You can donate up to hours of PTO. This is calculated to ensure you maintain at least 80 hours of PTO after donation.
2. PTO donations are subject to all applicable payroll taxes and will be reported as wages on my IRS W-2 form in the calendar year in which the PTO hours are donated.

Payroll Deduction:

1. We appreciate your continued support through payroll giving! Just a reminder that you're currently donating \$ per pay period, making a convenient and impactful difference.

** PTO data in the system may not reflect the most recent updates.

** Donations submitted after the pay period cutoff (last Friday of the Pay Period) will be processed in the next pay cycle.

Close

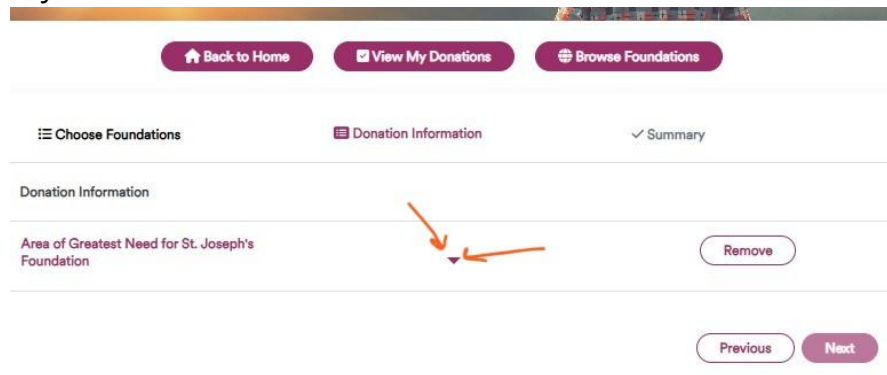
Choose Foundations Donation Information Summary

Donation Information

Area of Greatest Need for St. Joseph's Foundation Remove

d) Click (▼) triangle to select donation method

- i) PTO
- ii) Payroll - \$5 minimum



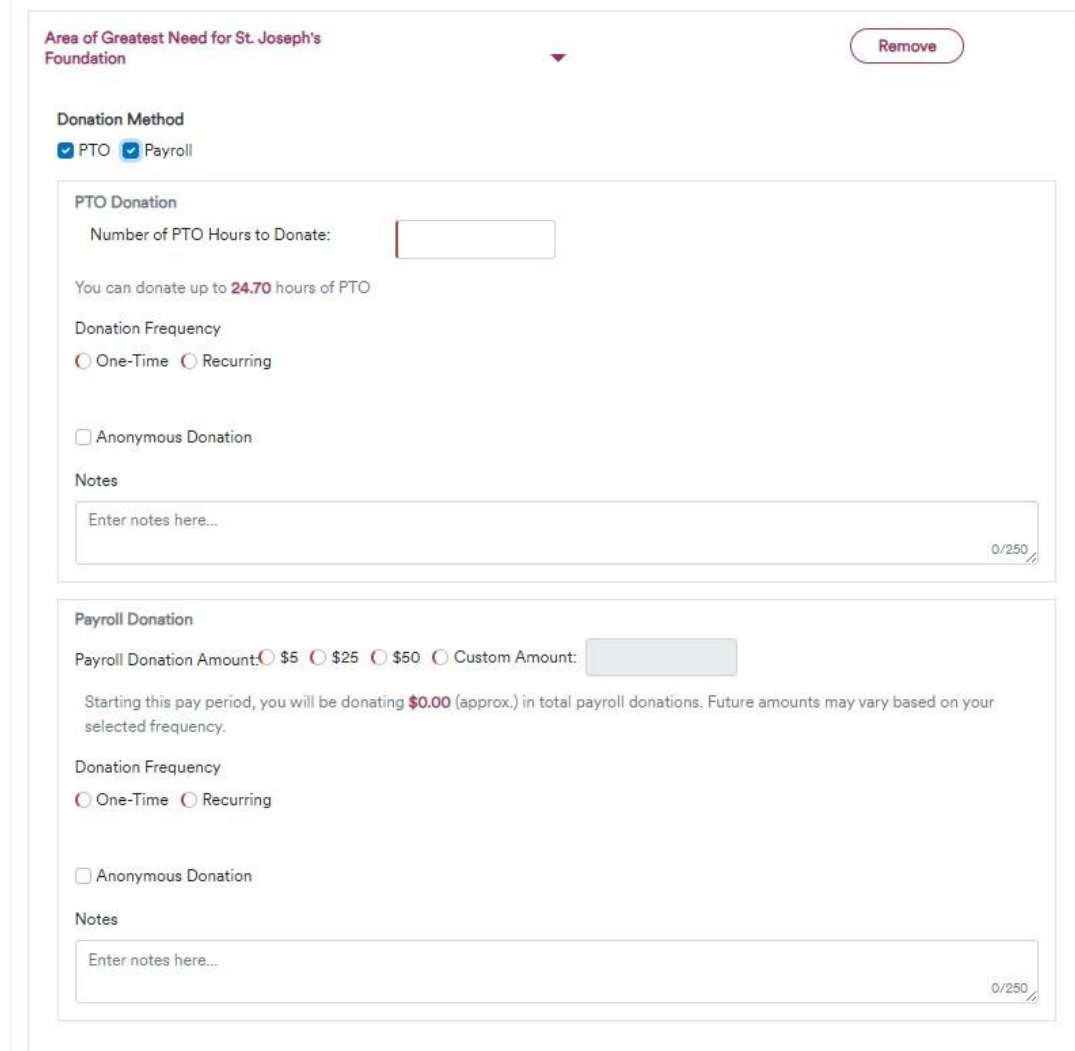
Back to Home View My Donations Browse Foundations

Choose Foundations Donation Information Summary

Donation Information

Area of Greatest Need for St. Joseph's Foundation Remove

Previous Next



Area of Greatest Need for St. Joseph's Foundation Remove

Donation Method

☒ PTO ☒ Payroll

PTO Donation

Number of PTO Hours to Donate:

You can donate up to **24.70** hours of PTO

Donation Frequency

☐ One-Time ☐ Recurring

☐ Anonymous Donation

Notes

Enter notes here... 0/250

Payroll Donation

Payroll Donation Amount: ☐ \$5 ☐ \$25 ☐ \$50 ☐ Custom Amount:

Starting this pay period, you will be donating **\$0.00** (approx.) in total payroll donations. Future amounts may vary based on your selected frequency.

Donation Frequency

☐ One-Time ☐ Recurring

☐ Anonymous Donation

Notes

Enter notes here... 0/250

e) Review selections and 'agree' to terms and conditions

