HOW TO DONATE VIA PAYROLL DEDUCTION

For a brief video on how to give to the Employee Campaign via payroll deductions, visit LoneStar.edu/PayrollDeduction or follow the simple instructions below.

1. Log into MyLoneStar
   Click on Payroll & Compensation then click on Voluntary Deductions

2. Check your Payroll Deduction Status
   If you are already participating in payroll deduction, your Status will appear below as “Currently.”
   • If you are satisfied with your deduction as it currently appears, you are done!
   • If you want to make a change, click on Edit and follow the instructions that appear.
   • If you do not see a voluntary deduction like below, click on Add Deduction and follow the instructions that appear.

3. Complete the “Voluntary Deductions” form. Please note:
   • For Type of Deduction, click on the magnifying glass to expand the list.
   • The list of eligible programs and endowments to designate your donation has been expanded to include EVERY program and endowment at EVERY campus and system office available for designation. No need to turn in a separate form with this information.
   • If you choose a Goal Amount, your deductions will stop once that goal has been met.
   • If you choose a Step Date, your deductions will stop once that date occurs.
   • If you do NOT choose a goal amount or a step date, your deductions will continue to occur until you make an edit to it.
   • Remember that deductions occur per paycheck.

HOW TO MAKE A ONE-TIME DONATION

You may make a one-time donation via cash, check, or credit card (LoneStar.edu/Giving). Please complete this form and submit to the Foundation Office via interoffice mail.

Name: ____________________________
Email: ____________________________
Campus: __________________________
Position: __________________________
Supervisor’s Name: __________________

Donation Amount: $ _________

☐ Check

☐ Cash Enclosed

OR make your donation online at LoneStar.edu/Giving

How to designate your one-time donation:
• Visit LoneStar.edu/Designations for a listing of eligible areas of designation.
• Write the corresponding account number here: __________________.
• If you are making your gift online, enter the account number in the comments section of the online giving form.
• If you are interested in starting a new program, endowment or scholarship fund, contact the Foundation Office at 832.813.6592.