

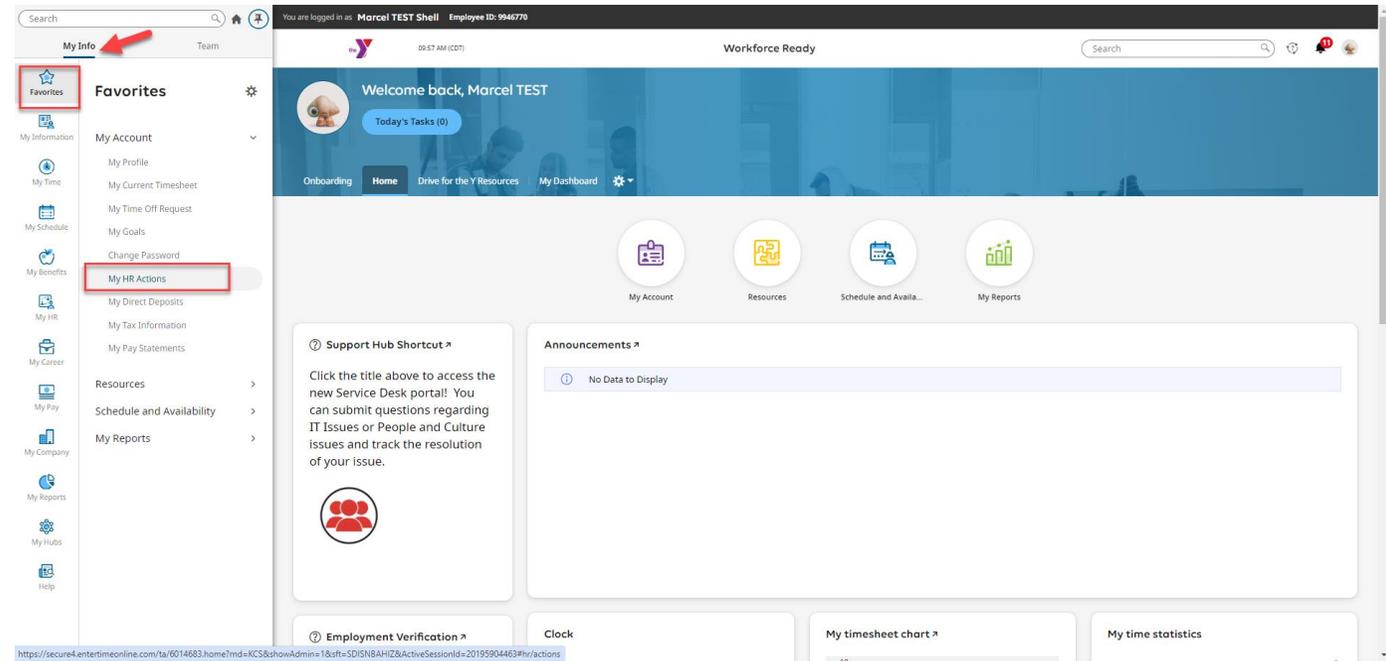
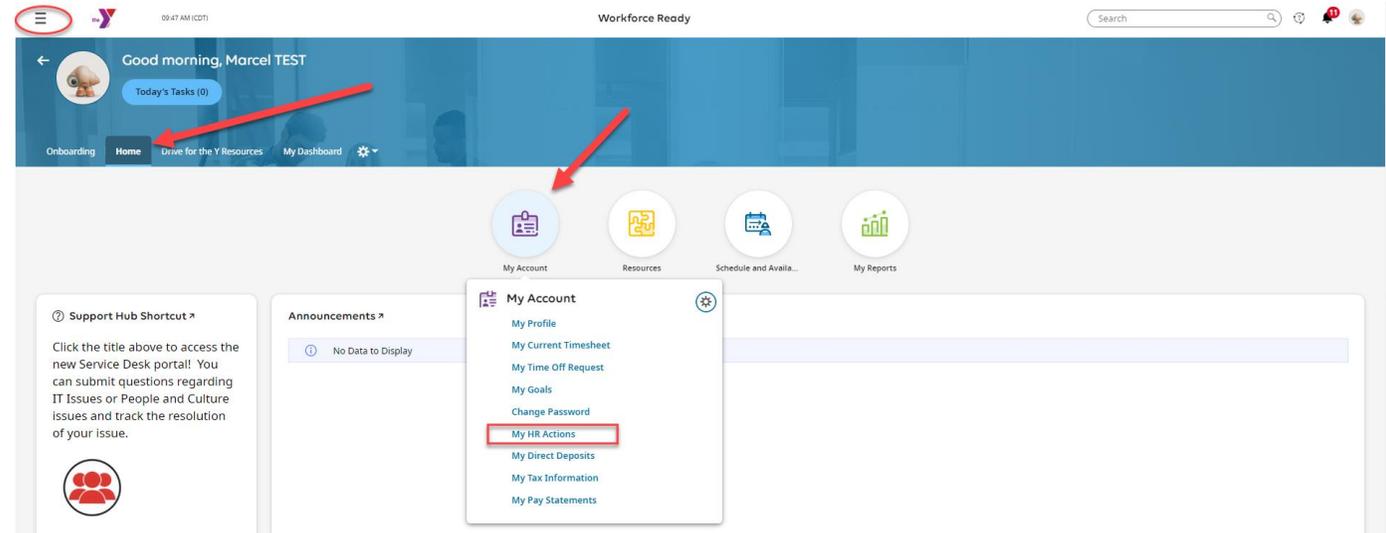
# Annual Fund Deductions – Add, Change or Cancel

## Navigate to My HR Actions

Home Dashboard > My Account > My HR Actions

Or

Open the Main Menu > My Info > Favorites > My HR Actions



Locate the **Annual Fund Deduction Change** for on going deductions or for a one-time payroll deduction, select the **Annual Fund One Time Deduction**.

Click Start to begin

You are logged in as **Marcel TEST Shell** Employee ID: 9946770

09:48 AM (CDT)

My HR > HR Actions

← HR Actions

Available Open (4) Submitted

Search Actions

**Address, Email and/or Phone Update**  
Click start to update your address, email and/or phone number. [Start](#)

**Affinity Action Network Enrollment**  
Led by team members from the YMCA of the North, Affinity Action Networks (AANs) are spaces for team members to network, mentor one another, share knowledge and experiences, participate in professional development, and enhance leadership skills  
Click start to join [Start](#)

**Annual Fund Deduction Change**  
Click Start to add or change an Annual Fund payroll deduction. [Start](#)

**Annual Fund One Time Deduction**  
Click Start to submit a request for a one-time payroll deduction for the Annual Campaign. [Start](#)

**Certification Add or Renew**  
Step 1: Add a new Certification by clicking on the Add button to the right hand side. Choose the Certification you are updating from the list and Save  
Step 2: Click on the ... (Actions menu) on the right side - Click on Upload Documents and upload a copy of certificate  
Step 3: Click on the ... (Actions menu) on the right side - Click on Add History. Add the date/time certification course was taken and the date completed.  
Step 4: Submit [Start](#) 1 Open

**Code of Conduct Acknowledgement**  
Click start to review, date and sign the Code of Conduct Acknowledgement. [Start](#)

**Direct Deposit Enroll/Update**  
Click on the "Add New Direct Deposit" button to add account information. If you have more than 1 account you'd like to deposit to, such as a savings account, click the button again to add another account. Under the Resources bubble on the Start menu, click on User Documents: Training and Information. You'll find a Direct Deposit guide to assist you. [Start](#)

**Employee Handbook Acknowledgement**  
Click start to review, date and sign the Employee Handbook Acknowledgement. [Start](#)

**HSA (Health Savings Account) Update**  
Use this HR Action to update the amount you are having deducted for your HSA (Health Savings Account) Plan. [Start](#)

Using the Best Enrollment

# Annual Fund Deduction Change

**Add a new deduction:** enter the amount you want to contribute each payroll. You can choose up to seven (7) different amounts to designate to certain programs or locations

**Change an existing deduction:** make the updates in the amount column

**Cancel an existing deduction:** enter a zero (0) in the amount column for the deductions you want to cancel

Click Continue when your updates are complete

You are logged in as **Marcel TEST Shell** Employee ID: 9946770

09:48 AM (CDT)

Search

My HR > HR Actions

← Annual Fund Deduction Change

Click Start to add or change an Annual Fund payroll deduction.  
Effective From \*

05/22/2024

Save Continue

Donation Amount

Designation

Donation Amount

Annual Fund 1  
Flat \$ Amount Amount\*  
0.00 \$

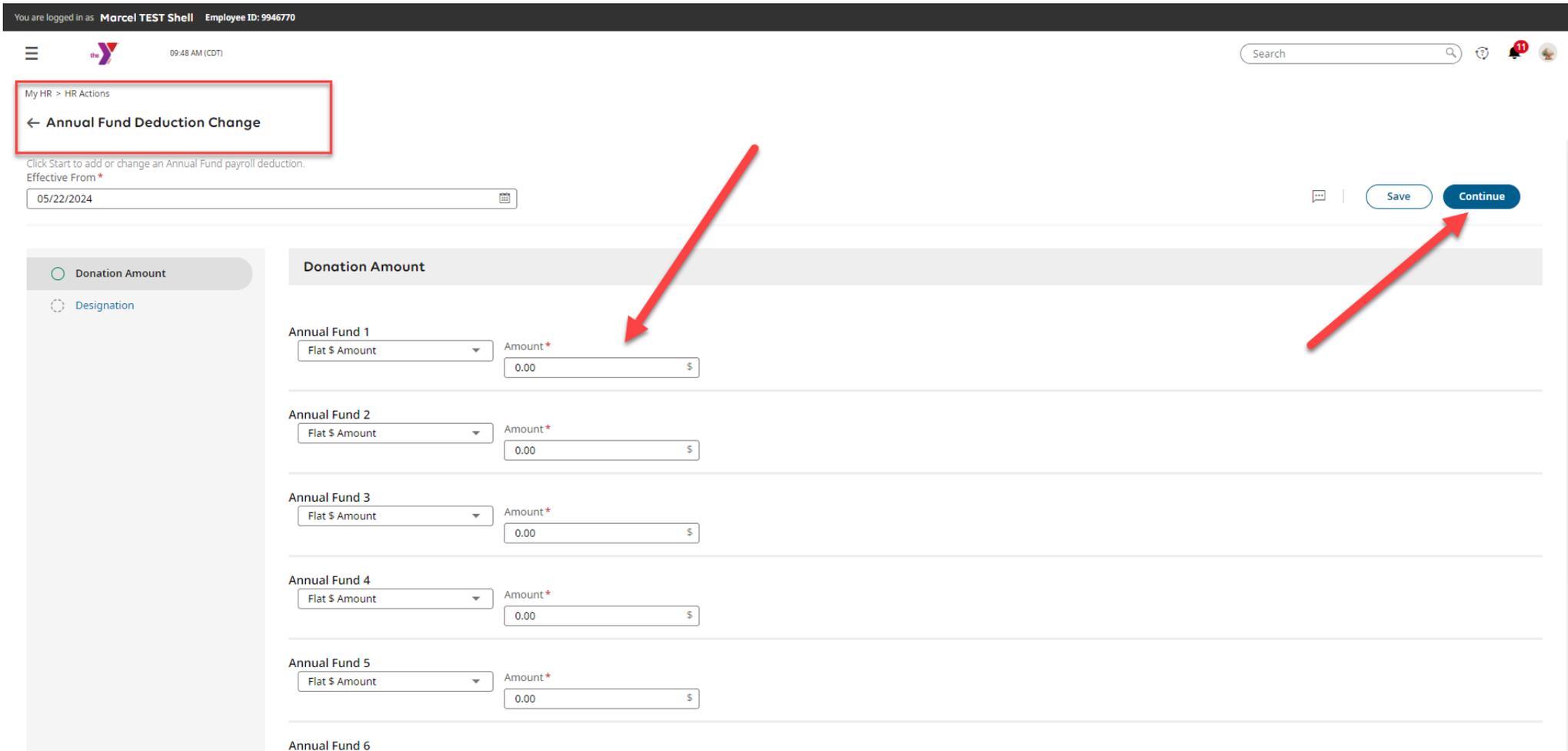
Annual Fund 2  
Flat \$ Amount Amount\*  
0.00 \$

Annual Fund 3  
Flat \$ Amount Amount\*  
0.00 \$

Annual Fund 4  
Flat \$ Amount Amount\*  
0.00 \$

Annual Fund 5  
Flat \$ Amount Amount\*  
0.00 \$

Annual Fund 6



# Annual Fund Deduction Change

**Add a new deduction:** Select a Branch designation for your contribution

**Change an existing deduction:** Select a new designation if desired

**Cancel an existing deduction:** clear the branch designation by selecting the blank space above 01 – Association

Click Submit when your updates are complete

You are logged in as **Marcel TEST Shell** Employee ID: 9946770

09:49 AM (CDT)

My HR > HR Actions

← Annual Fund Deduction Change

Click Start to add or change an Annual Fund payroll deduction.  
Effective From\*

05/22/2024

Save Submit

**Donation Amount**

**Designation**

Annual Fund 1

- 01 - Association
- 02 - Center for Social Impact
- 03 - Youth in Government
- 04 - Youth and Family Services
- 10 - University YMCA
- 14 - Blaisdell YMCA
- 16 - Harold Mezile N Community YMCA Youth and Teen Enric
- 17 - Dayton YMCA at Gaviidae
- 20 - Southdale YMCA in Edina
- 22 - Ridgedale YMCA in Minnetonka
- 24 - YMCA in New Hope
- 27 - Emma B. Howe Northtown Family YMCA
- 30 - YMCA in Burnsville
- 32 - Andover YMCA Community Center
- 34 - Elk River YMCA
- 38 - YMCA Forest Lake
- 40 - Camp Ihduhapi-Day Camp Ihduhapi
- 42 - Camp Icaghowan
- 44 - Camp Warren

Annual Fund 7

# Annual Fund One-Time Deduction

You are logged in as **Marcel TEST Shell** Employee ID: 9946770

09:49 AM (CDT)

My HR > HR Actions

← Annual Fund One Time Deduction

Click Start to submit a request for a one-time payroll deduction for the Annual Campaign.  
Effective From\* 05/22/2024

Choose Deduction Amount

Annual Fund One Time  
Flat \$ Amount Amount\* 0.00 \$

Save Continue

**Add a new deduction:** enter the amount you want to contribute as a one-time deduction. Click Continue

**Add a new deduction:** Select a Branch designation for your one-time contribution

Click Submit when your updates are complete

09:50 AM (CDT)

My HR > HR Actions

← Annual Fund One Time Deduction

Click Start to submit a request for a one-time payroll deduction for the Annual Campaign.  
Effective From\* 05/22/2024

Choose Branch or Program

Annual Fund One Time\*

- 01 - Association
- 02 - Center for Social Impact
- 03 - Youth in Government
- 04 - Youth and Family Services
- 10 - University YMCA
- 14 - Blaisdell YMCA
- 16 - Harold Mezile N Community YMCA Youth and Teen Enric
- 17 - Dayton YMCA at Gaviidae
- 20 - Southdale YMCA in Edina
- 22 - Ridgedale YMCA in Minnetonka
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- 38 - YMCA Forest Lake
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- 42 - Camp Icaghowan
- 44 - Camp Warren

Save Submit