

UofL Cares

Quick Sheet

Payroll Deduction in ULink

Log-on to **ULink** and click on the **Faculty & Staff** tab. Then click on **UofL Cares** located in the **Personal Information** section.

Depending on whether you contributed to any of these organizations in the past, you may see rows in the system showing your previously pledged amount. In the Status column, you will see the word **Current**. Any new elections will be marked **Future**.

2. **Click the logo** of your selected organization. This will open a page that allows you to make your contribution.
3. **Type** in the **amount** you would like deducted from your paycheck.
4. **Tab out** of the field, the page will populate the annual amount you are contributing based on your current pay cycle in PeopleSoft.
5. **To change** the annual amount, **delete** the amount and **enter** a new amount.
6. **Click SAVE**. A Confirmation page will appear verifying your entry has been saved in the system.
7. **Click OK** to return to Main page.
8. You will now see the deduction that you selected updated on the Main page. As you continue through the process, you will notice that each deduction continues to be listed.
9. The page will update the **Total Future Goal Amount**. This represents the Total for all Future Deductions pledged in this Campaign.
10. **Proceed** by selecting any one of the remaining logos to continue making your pledge. For any of the areas within the University of Louisville, you will click that icon.
11. **Click the drop down box** to see a list of areas within the university that you can select to enter a pledge.
12. **Select** the area to which you want to send your gift.
13. **Continue** completing the page as you did previously.
14. The system will continue to update the **Main page** with each additional pledge.

Changing your Pledge Amount

1. **Click** the **Edit** button on the line of the deduction you want to change.
2. This will bring in the deduction page you previously entered.
3. **Modify** the amount.
4. **Save** the record
5. Click **OK** to return to the Main page.
6. The system now displays the corrected answer on the Main page.

University of Louisville pledge for an area not on list

1. **Select** the option **Other Contribution**.
2. **Enter** the **amount**, you will be given in the box.
3. **Enter a short description** of the area where you want your specific contribution to go in the box that appears on the page.
4. **Save** the record
5. Click **OK** to return to the Main page.
6. The system now displays the corrected answer on the **Main page**.

How to Opt Out

1. Log-on to **Ulink** and click on the **Faculty & Staff** tab. Then click on **UofL Cares** located in the **Personal Information** section.
2. Click the **Opt Out** button. This indicates that “ **I do not wish to donate at this time.**”
3. You will see the following message “**Thank you for taking time to learn about UofL Cares. If you change your decision, you may make a gift by October 31, 2007.**”
4. To finish up the process, click **OK** to return to the Main page. You will now need to **Logout** of PeopleSoft.

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