To establish a payroll deduction contribution, visit MyPima – Employees – Quick Links and select **My Miscellaneous Deductions**. From there, scroll to the bottom and click the **Add a New Benefit** *or* **Deduction Button** and you will be redirected to this page:

Personal Information Employee Finance New WebTailor Administration		
Search Go		
Add a New Deduction		
		l.
Select a new deduction and choose Select Benefit.		
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 Select a new deduction and choose Select Benefit. Benefit or Deduction Eligible as of Aug 08, 2019 Description PCCF Other Funds (such as Arts, Library, Adult Basic Education, etc.) PCCF Endowed Scholarship 	Message My Choice	
 Select a new deduction and choose Select Benefit. Benefit or Deduction Eligible as of Aug 08, 2019 Description PCCF Other Funds (such as Arts, Library, Adult Basic Education, etc.) PCCF Endowed Scholarship PCCF Emergency Funds (for Students and Employees) 	Message My Choice	
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 Select a new deduction and choose Select Benefit. Benefit or Deduction Eligible as of Aug 08, 2019 Description PCCF Other Funds (such as Arts, Library, Adult Basic Education, etc.) PCCF Endowed Scholarship PCCF Emergency Funds (for Students and Employees) PCCF Centers of Excellence PCCF Athletics Programs 	1essage My Choice	

Select one of the six options by clicking the radial button corresponding with the area of your choice – **blue arrow** (*the Foundation will follow-up with new donors to ensure your gift is credited exactly where you want your support directed*). Press the Select Benefit button – **green arrow**.

Pima Community College			
Personal Information Employee Finance New WebTailor Administration			
Search Go			
Update Miscellaneous			
Complete the required fields and leave the Status as Active. Click the Submit/Certify Changes button to process the cha Click the Restore Original Values button and your changes w These changes will become effective on the dates below if sub	ange. vill be reset to what they were at the start of the session. bmitted before the published Web Time Entry Approver deadline.		
* - indicates a required field.			
PCCF Endowed Scholarship			
Deduction Effective as of:	Aug 08, 2019		
Status:	Active ~		
Effective Date of Change MM/DD/YYYY:* Note: Effective Date must be after Aug 02, 2019 the date you we	re last paid. 08/08/2019		
EE Per Pay Amount 999999.99 :*			
Submit Changes			
Restore Original Values			

To create your payroll deduction, identify the amount you would like deducted from **each paycheck** – **blue arrow** (*see reverse for examples of the impact payroll deduction donations will make*). Press the Submit Changes – **green arrow**. Any amount helps...your generosity will positively impact endowments, scholarships or programs associated with Pima Community College. Annually, by January 31, you will receive a letter providing the cumulative amount you contribute to the Foundation during the year.