

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:

Description	Message My Choice
PCCF Other Funds (such as Arts, Library, Adult Basic Education, etc.)	<input checked="" type="radio"/>
PCCF Endowed Scholarship	<input type="radio"/>
PCCF Emergency Funds (for Students and Employees)	<input type="radio"/>
PCCF Centers of Excellence	<input type="radio"/>
PCCF Athletics Programs	<input type="radio"/>
PCCF Aztec Resource Center (Food Pantries at West and Desert Vista Campus)	<input type="radio"/>

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**.

* - indicates a required field.

PCCF Endowed Scholarship
Deduction Effective as of: Aug 08, 2019

Status: Active

Effective Date of Change MM/DD/YYYY: 08/08/2019
Note: Effective Date must be after Aug 02, 2019 the date you were last paid.

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.