

# INSTRUCTIONS FOR HR/PAYROLL



As part of the [Company name] giving program, your role in communicating this very worthwhile program to the employees is critical to the success of the campaign. In addition, the processing of employee payroll deductions and remitting the funds to the Winnipeg Humane Society will ensure a smooth process for the employees and company.

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## HR Instructions:

### Step 1

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Communicate the [Company name] giving program to the employees by utilizing the marketing material and employee Q&A information provided by the Winnipeg Humane Society.

### Step 2

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Provide instructions, guidance and support for the employees to understand how the program works and how to fill out the Charitable Donation – Authorized Deduction forms.

### Step 3

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Work closely with the Payroll department to ensure that all employee information is received in a timely basis.

### Step 4

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Follow up on the success of the program and ensure that all new employees are aware of how to enroll as part of the onboarding process.

### Step 5

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Provide updates to the company's senior executive team on participation levels and contribution amounts to the Winnipeg Humane Society.

# Payroll Instructions:

- 1 **Collect the Charitable Donation** – Authorized Deduction Form from the employees
- 2 Enter their charitable donation amount into the payroll system as a post-tax charitable donation to ensure that it is properly captured on the employee's T4 slip at year end.
- 3 If the employee wants to make a lump sum credit card payment, please scan a copy of the Authorized Deduction form to the Winnipeg Humane Society at the following email address:  

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- 4 Set up an internal "holding" account for the employee donations. Please work with your accounting department on setting up this account.
- 5 Work with your accounting department on remitting the collected employee donations (and any corporate matching donations) to the Winnipeg Humane Society on a monthly basis. All remittances are to be sent to the following address: 

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