

## MAKING CHANGES TO YOUR DONATION

### Q. How do I opt-in to the workplace giving program, or change my donation?

**A.** It is easy to opt-in or change your donation. Changes will take effect from the next pay period, or at a later date that you specify.

The steps to make changes vary, depending on which system is used to process your pay.

#### To make changes through the SAP payroll process:

1. Go to the Changing Employee Details page here
2. From the right-hand side menu, locate **Change to Employee Details** form
3. Fill in the change details and email completed form to your relevant Payroll email address.

#### To make changes through the BSC Self Service portal

1. From the iDowner homepage, click on **Business Services**, then at the top of the page from the menu bar, click on **BSC Service Portal**. Or simply click this link.
2. Under the **Payroll** tile, select **Deductions/Reimbursements/Third Party Payments/Novated Lease**
3. Complete the details on the form (example provided below) and click **Submit**.  
**Note:** In the **Description** box, enter in the type of donation change you want to make (like description A, B or C below).

#### Payroll Query

Exists in categories

\* Opened for

\* Site / Location

\* Query Type

\* Sub Category

\* Business

\* Employee category

\* Payroll

\* Short Description

#### Watch List

Available	Selected
<input type="text" value="Q"/> Cerato 14760 Downer MoV 14760 Engineering Site 14760 Gorgon LNG Project (Tele 14760 Gorgon LNG Project (Tele 14760 Gorgon LNG Project (Tele 14760Gorgon MDR 14760Inlet Meeting Room 15053 Admin 15080 E&IPermits 15080 SMPPermits 15080 Stores 2b105ac1-7ca4-44fa-889b-403d 30160300 SouthToowoomba 30167602 WAEA 30193700 CSF 331 -Onesteel 331 -Onesteel	<input type="text" value="--None--"/>

#### Description

- A) I would like to increase my donation to \$XX per pay cycle  
 B) I would like to decrease my donation to \$XX per pay cycle  
 C) I would like to withdraw my participation in the Workplace Giving Program (WGP)