



How to: A quick guide to Payroll Giving

Personal pride in our public service | **EMPOWER** | **ENGAGE** | **EXCEL**



Step one

- Login to HR Self Service via AmeyWorld
- Click on Employee Self Service -> Choices -> Anytime Choices Enrolment
- Accept the terms and conditions

Inbox	Employee Self-Service Adobe Forms	
Home	Personal Information Working Time Payslip Expenses Choices Training Career and Job	Employee Search Performance Review P60 & P11D
Choices		History 🛛 Back Forward 🔳
C	Choices New Hire Enrolment If you are a new starter / TUPE select your benefits here Choices Training structures Choices Enrolment Select your benefits Select your benefits Select your benefits Wew benefits that you have selected	Additional Information Rease ensure that you have read the Benefits Summary and process guides prior to selecting your benefits. Rease ensure that you click the SAVE button at the end of the process & check that your benefit selection has been processed on the Summary of Benefits link (please note that you will need to change the date to new policy year 01/03.2020 to 20.2021). Don't forget you will need to add your dependents and beneficiarys before selecting Should you have experienced a permanent Lifestyle Event such as marriage, bith of a child, divorce or change of partner and wish to amend your benefit selections, please email the HR Helpdesk with detats of your request (hrheighdes@gamey.co.wi) If you require any assistance please do not hesitate to contact the team via HR Helpdesk

Step two

- Click on 'Dependents and Beneficiaries' then 'Edit Dependents and Beneficiaries' to add a charity
- When the new window opens, select 'Charity Organizations'
- Add the details for Cancer Research UK (or a charity of your choice) remember to select 'Save and Back' once complete.

Any	time Choices:	Step 2 (Depe	ndents and	Beneficiarie	es)			
() P	revious Next 🕑	🗄 Save 📔 🥢 Edit	Dependents and B	eneficiaries				
•	1 Personal Profile	2 Dependents and	Beneficiaries	Benefits Summa	4 ary Health Plans	5 Home and Lifestyle Plans	6 – – – Review and Save	
Dep	endents and E	Beneficiaries						
Clos	e						2, 😮	
🖌 Re	ecord deleted success	fully						
	Family Members /	Dependents	🔮 Spouse [Child	 External Organiz 	ations Charity	organization	
N	o data available				No data available			

Step three

- Once back on the Anytime Choices page, click on the 'Home and Lifestyle Plans' tab
- Click the icon next to 'Give to Charity' and new window will pop up. In here, type the amount of money you wish to donate to your charity per month.
- Select 'Add' then go to the 'Review and Save' tab. Remember to save your changes.



Previou	I Save		Health Plans Home and I	5 6 6
You can	select a plan in the table or skip to the next	step in the guided activity. You can	save your benefit elections in the	Review and Save step of the guided activity
Enroll	n Miscellaneous Plans			
Actions	Plan Type	Starts On	Status	Plan Name
C°	Car Sal Sacrif	01.09.2020		
C ^o	Gym Membership	01.09.2020		
/ 🗊	Cycle to Work	01.09.2020	Current	Cycle to work
C°	Cycle to Work	01.06.2021		
	Give to Charity	01.09.2020		
Anytim	e Choices: Step 6 (Review a s Next > ☐ Save	and Save)		
I.	1 2 ersonal Profile Dependents and Benefi	3 ciaries Benefits Summary	4 5 Health Plans Home and Life	6

A salary sacrifice agreement will come up in a new window asking if you are happy to sacrifice your salary. Click yes and your 'Giving to Charity' option will show up as part of your Choices plan.