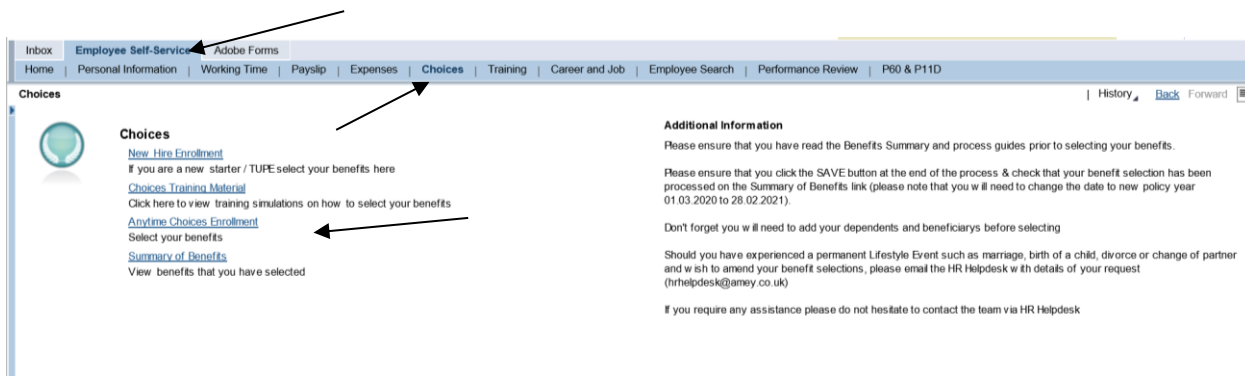




How to: A quick guide to Payroll Giving

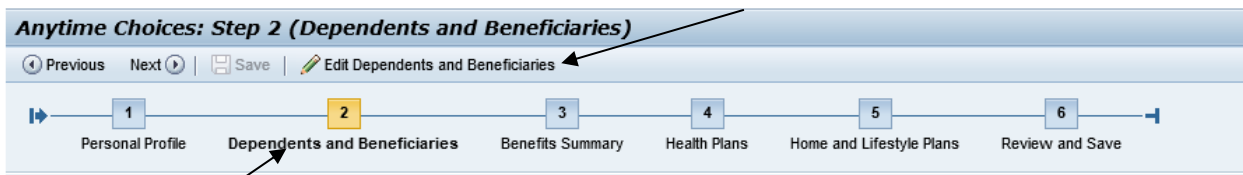
Step one

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

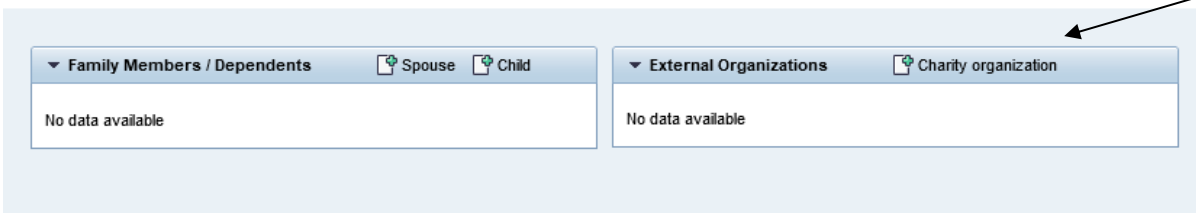


Step two

- 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.



Record deleted successfully



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.

Anytime Choices: Step 5 (Home and Lifestyle Plans)

Previous | Next | Save

1 Personal Profile | 2 Dependents and Beneficiaries | 3 Benefits Summary | 4 Health Plans | 5 Home and Lifestyle Plans | 6 Review and Save

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 in Miscellaneous Plans

Actions	Plan Type	Starts On	Status	Plan Name
	Car Sal Sacrif	01.09.2020		
	Gym Membership	01.09.2020		
	Cycle to Work	01.09.2020	Current	Cycle to work
	Cycle to Work	01.06.2021		
	Give to Charity	01.09.2020		

Anytime Choices: Step 6 (Review and Save)

Previous | Next | Save

1 Personal Profile | 2 Dependents and Beneficiaries | 3 Benefits Summary | 4 Health Plans | 5 Home and Lifestyle Plans | 6 Review and Save

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.