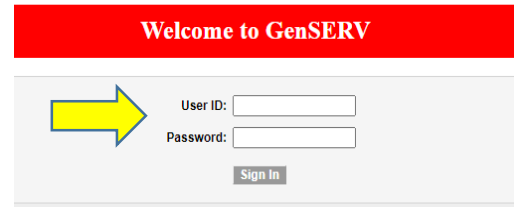


How to Donate to the "Michael R. Walker Foundation" through GenSERV

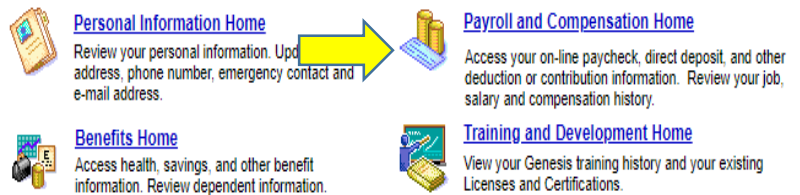
Step 1

- From within your company's network navigate a web browser to <https://genserv.genesishcc.com>
- Log on to the GenSERV application using your network User ID and Password



Step 2

Click on "Payroll and Compensation Home"



Personal Information Home
Review your personal information. Update address, phone number, emergency contact and e-mail address.

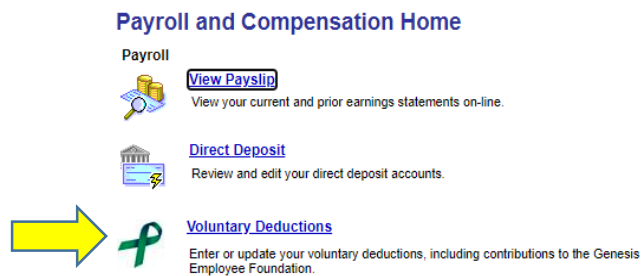
Payroll and Compensation Home
Access your on-line paycheck, direct deposit, and other deduction or contribution information. Review your job, salary and compensation history.

Benefits Home
Access health, savings, and other benefit information. Review dependent information.

Training and Development Home
View your Genesis training history and your existing Licenses and Certifications.

Step 3

Click on "Voluntary Deductions"



Payroll and Compensation Home

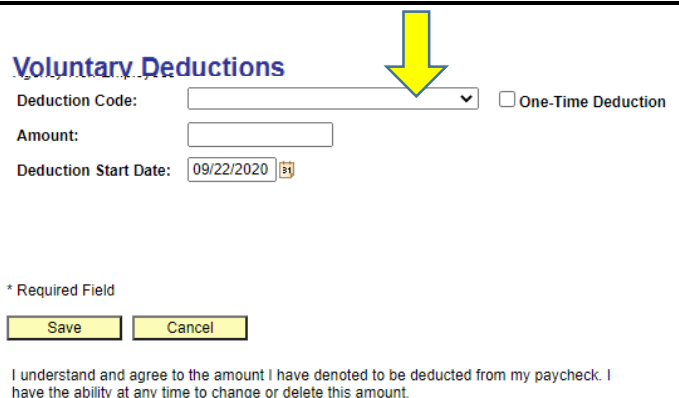
Payroll
[View Payslip](#)
View your current and prior earnings statements on-line.

Direct Deposit
Review and edit your direct deposit accounts.

Voluntary Deductions
Enter or update your voluntary deductions, including contributions to the Genesis Employee Foundation.

Step 4

- Click on the "Deduction Code" dropdown
- Select "Michael R. Walker Foundation"
- Enter the "Amount" you would like to donate per pay period
- Selected the Deduction "Start Date"
- Review and approve by clicking "Save"



Voluntary Deductions

Deduction Code: One-Time Deduction

Amount:

Deduction Start Date: 09/22/2020 [S]

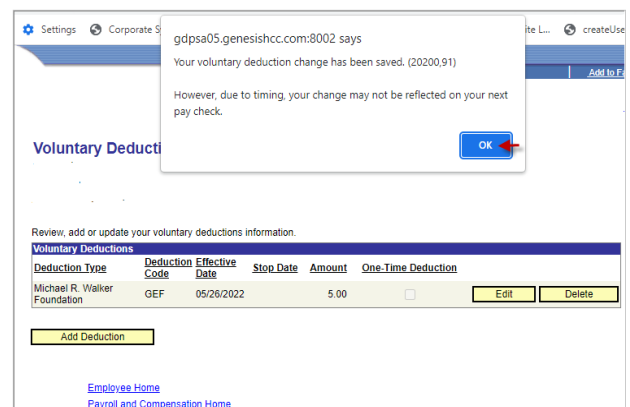
* Required Field

I understand and agree to the amount I have denoted to be deducted from my paycheck. I have the ability at any time to change or delete this amount.

Step 5

- A notification of your voluntary deduction will appear
- Click "OK" and you are all set!
- The Foundation is a charitable organization and your donations are tax deductible.

Thank You for All of Your Support!



gdpsa05.genesishcc.com:8002 says

Your voluntary deduction change has been saved. (2020091)

However, due to timing, your change may not be reflected on your next pay check.

Voluntary Deductions

Review, add or update your voluntary deductions information.

Deduction Type	Deduction Code	Effective Date	Stop Date	Amount	One-Time Deduction	
Michael R. Walker Foundation	GEF	09/28/2022		5.00	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

[Employee Home](#)
[Payroll and Compensation Home](#)