1. When you arrive at Wolverine Access, click Faculty and Staff
2. Click **Employee Self-Service**
3. Log in with ID and Password
4. Select **Payroll and Compensation**
5. Click **Add Deduction**
6. Click the magnifying glass next to the form.
7. Select **UGIFT-Gifts To The University**
8. Click **Designate Contribution Here**
9. Enter the **Code** and **Designated Amount**. Click **OK**.
10. **Start Date** is automatically populated. Enter **Stop Date** for the last day of the month you want the deductions to stop. If you do not enter a **Stop Date**, the amount you designated will continue to be deducted each month.
11. Thank you for your gift!