UNIVERSITY OF MICHIGAN
HEALTH-SPARROW
MICHIGAN MEDICINE

Employee Giving Campaign

Making a difference starts with you.

Every gift makes a difference. Whether you give 1% or an amount that is meaningful to you, your support helps create lasting impact.

How much is 1% of your annual pay?

1. Find your annual salary.
2. Multiply it by 1% (0.01).
3. Divide by the number of pay periods you receive each year (26).

Example
Annual salary: $60,000
1% annual gift: $600
Paid biweekly (26 pay periods):
$600 ÷ 26 = $23.08 per paycheck

That's less than $24 per pay period to give 1% annually.

We make giving easy.

Follow the instructions below for **Easy Payroll Deduction.**

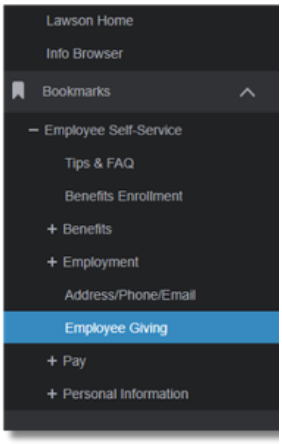
Step 1: Open My Sparrow Applications

Step 2: Click on My Team Member Record - Lawson

Step 3: Login with your Username and Password

Step 4: Click on the 3 bars in the upper left corner near “Menu”

Step 5: Click on Employee Giving



Step 6: Click the link that reads: *Click here to edit your deduction or contact information.*

Step 7: Enter the amount you would like deducted from each paycheck. Refer to the example in the upper-right corner to determine what 1% of your salary equals. If you are making a one-time gift, simply enter the dollar amount of your contribution.

Step 8: Complete the limit amount field. If you choose to make a one-time gift, enter the total dollar amount of your contribution.

Step 9: Designate your gift to Area of Greatest Need, Helping Hand Fund, or select Other to specify your preferred designation.

Step 10: Click Save (bottom right)

To make a donation with your credit card, visit UofMHealthSparrow.org/Give.
Please direct any questions about the Employee Giving Campaign to UM Health-Sparrow Foundation at SparrowFoundation@UofMHealth.org or call 517-364-3620.