

Employee Giving is Now Online and Easy!

Give via payroll deduction, PTO deduction or cash!

No more forms to complete and return. Make a gift from the comfort of your home.

1. **Go to the CHW Employee Self Serve site <https://ess.chw.edu>**
2. Log in using your employee ID# (*which can be found on your pay check stub*) and your network password.
3. After you log in, click on the button at the lower left called “*CHW Employee Giving*”
4. Next select “*Employee Giving Update*”
5. **IF YOU ARE CURRENTLY A DONOR:**
 - a. If you are already a donor, your current giving will appear
 - b. If you wish to change your current giving amount, click on the foundation’s name
 - c. Alter your giving amount and select “*Confirm*” to update your giving details
 - d. When you have completed your giving details press “*Update*”
 - e. You will then be asked to accept the terms of your giving.
 - f. You will receive a confirmation email within a few minutes.
Please print and save this email for your tax records.
6. **IF YOU ARE DONATING FOR THE FIRST TIME:**
 - a. Select “*Add a Donation*”
 - b. Choose from one of the six listed giving methods
 - c. Select *Sequoia Hospital Foundation* from the drop-down menu
 - d. Choose your giving amount
If giving PTO, you must give in increments of .5 hours and must maintain at least 120 hours in your PTO bank at all times.
 - e. Select “*Confirm*” to update your giving details
 - f. You will then be asked to accept the terms of your giving
 - g. Within your giving details you may select:
 1. To give anonymously
 2. How you wish to be listed in any recognition opportunities
 3. If your gift being made in honor/memory of anyone
 4. How your gift is to be used (*New Sequoia Hospital Campaign, Your department, Strategic Growth and Innovation, etc.*)
 - h. When you have completed your giving details press “*Update*”
 - i. You will receive a confirmation email within a few minutes.
Please print and save this email for your tax records.
7. **Thank you for choosing to support Sequoia Hospital through a charitable gift to the Sequoia Hospital Foundation.** We will send you a letter confirming your gift and will provide a receipt for your giving to be used for your tax purposes.

If you have questions, please call the Sequoia Hospital Foundation office at (650) 367-5657 or visit www.sequoiahospitalfoundation.org/employeegiving