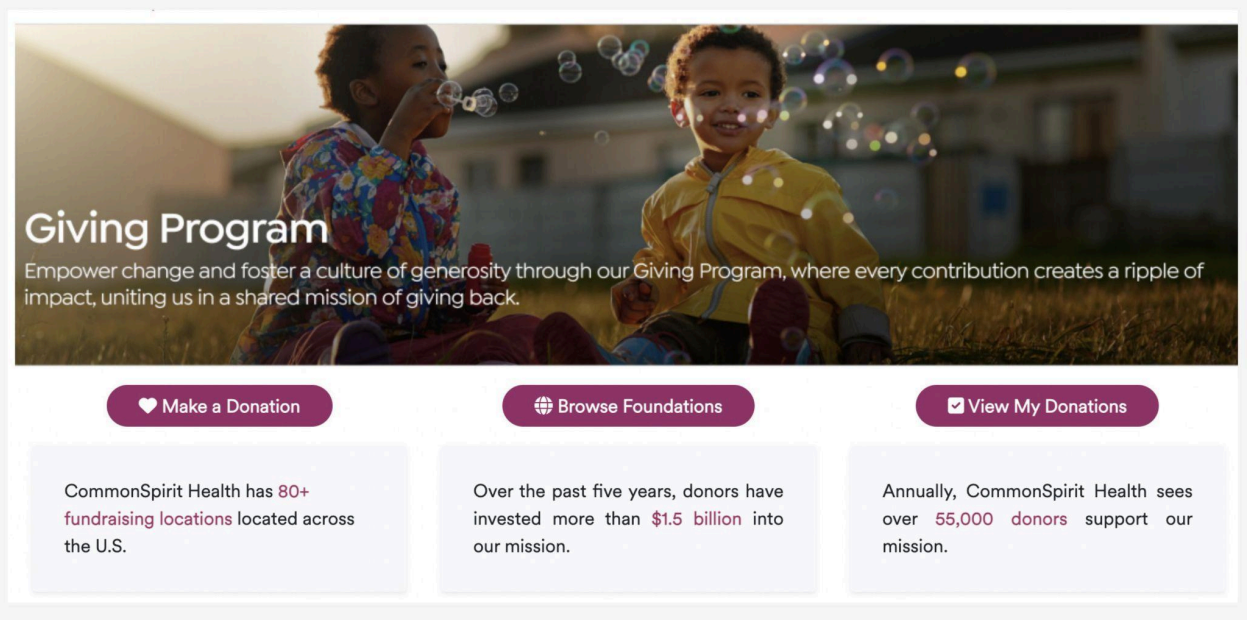
How to make a donation on the Employee Giving Portal

Log into your CommonSpirit Health Google account on any device.

If you are using Island as your preferred browser, enter the following URL to enter the employee giving app: https://bus.app.commonspirit.org/employeegiving

If you are using any other browser besides Island and are off the CommonSpirit Health network, please log into your VPN client first, and then enter the employee giving app via the following link: https://bus.app.commonspirit.org/employeegiving

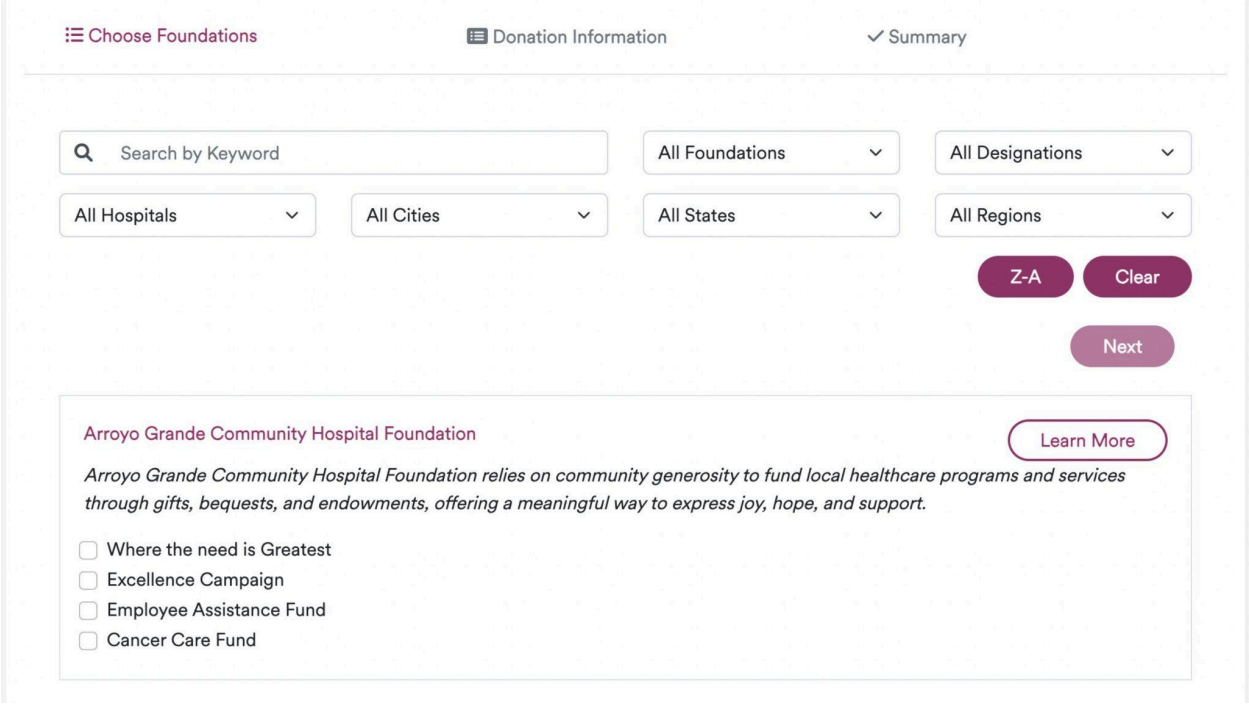
Upon entering the app, the employee will see the following three calls to action:



If you know the specific foundation you are wishing to donate to and the specific initiative with that foundation, click **"Make a Donation"** button. If you are not sure and need to review the options across our 80 local foundations and one national foundation, click the **"Browse Foundations"** button. If you want to see gifts you have in progress or have made in the past, click **"View My Donations"**.

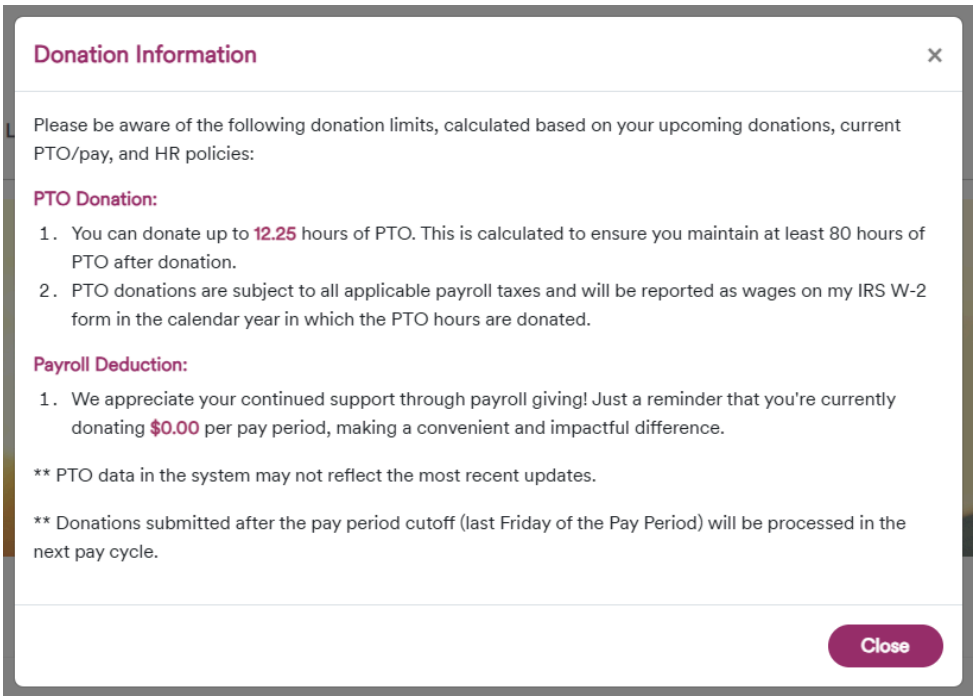
MAKE A DONATION

If you click **"Make a Donation"** the employee will see a series of filtering options to find the right foundation and initiative/fund. The employee could also scroll down to find the foundations in alpha order.



When the employee selects the foundation and the initiative, click the rose colored **"Next"** button. Once you click the button a pop-up screen will appear to provide more clarity on the various giving modes, including the **maximum** Number of PTO Hours that are eligible to donate at this time, and current total of any active Recurring Payroll Deductions.

DONATION INFORMATION POP UP

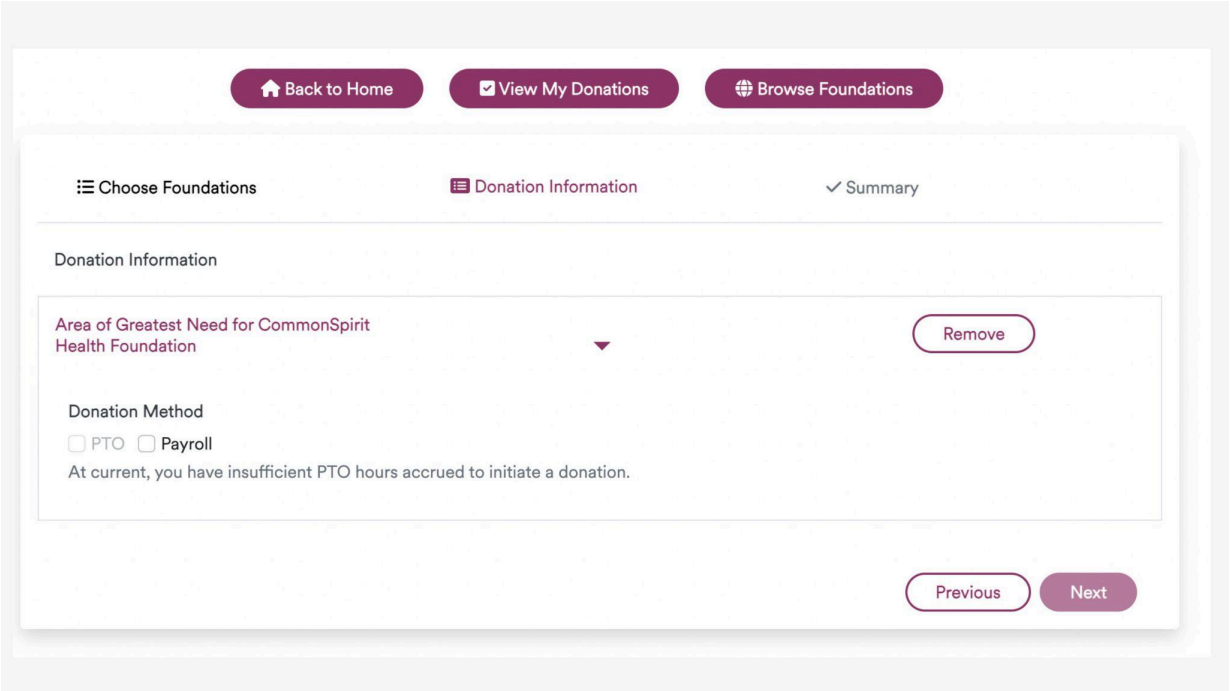


Once the employee clicks the rose colored **"Closed"** button, the following screen will appear for the foundation and initiative/fund that the employee had selected. If a specific giving option is not available to the employee, it will be shaded out as the example below. The employee should select their preferred giving method (PTO or Cash via Payroll) and click the rose colored **"Next"** button.

Reminder that Vice Presidents and above do not accrue PTO, so the only giving option available is via cash from Payroll. The employee could make a one-time or recurring cash option. Directors will also be transitioning to a new time-off process effective as of June 21, 2026 and will also only have the cash via Payroll after the referenced date.

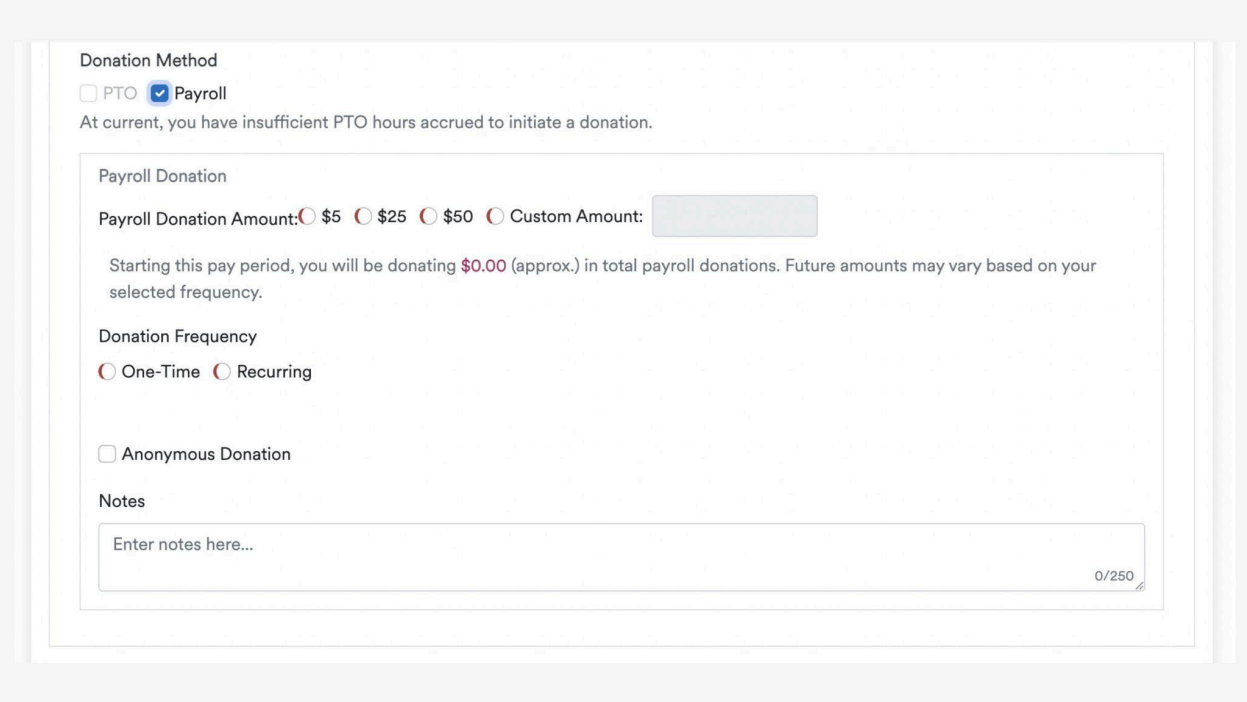
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DONATION METHOD



FOR PAYROLL DONATIONS

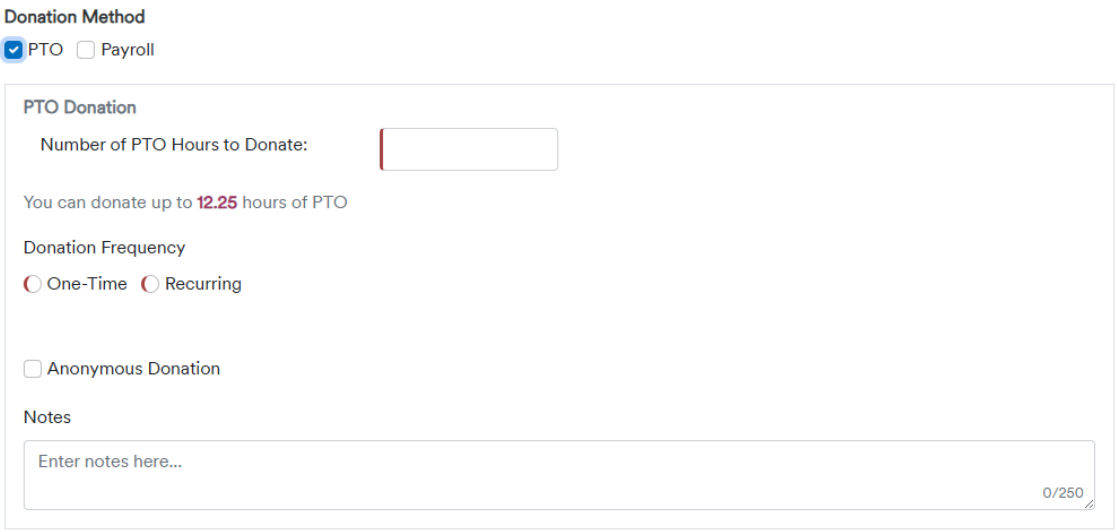
The employee would then select the giving amount and whether they would like their gift to be one-time or recurring. The employee would also have the option to mark the gift as anonymous. When a gift is marked anonymous, the foundation receiving the gift would not reference the name of the employee in any stewardship materials. For anonymous gifts, the foundation does need to keep a legal record of the actual donor name and amount but will never publicize the gift and the name of the employee donor.



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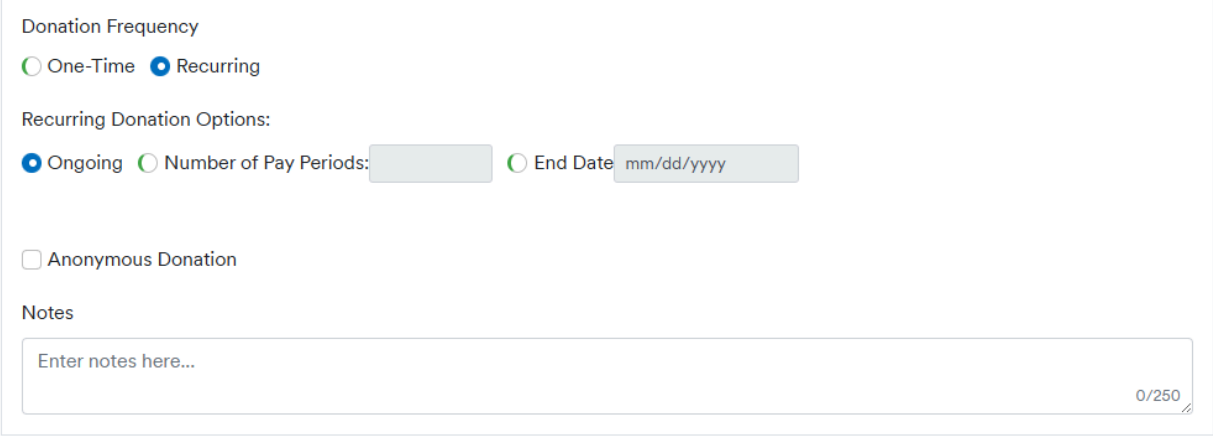
FOR PTO DONATIONS

The employee would then select the **Number of PTO Hours to Donate.** Once the employee enters a number of hours, the message below will automatically update to indicate the maximum additional number of PTO Hours available to donate.



DONATION FREQUENCY

The employee will also select whether they would like their gift to be one-time or recurring. If the employee selects **Recurring**, they then must choose whether the Recurring donation will be Ongoing, for a specified Number of Pay Periods, or through a specified End Date



CONFIRM DONATION

Before any gift will move forward for processing, the employee must review the terms and conditions before final submission.

