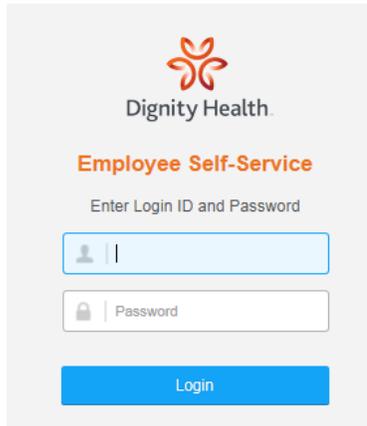


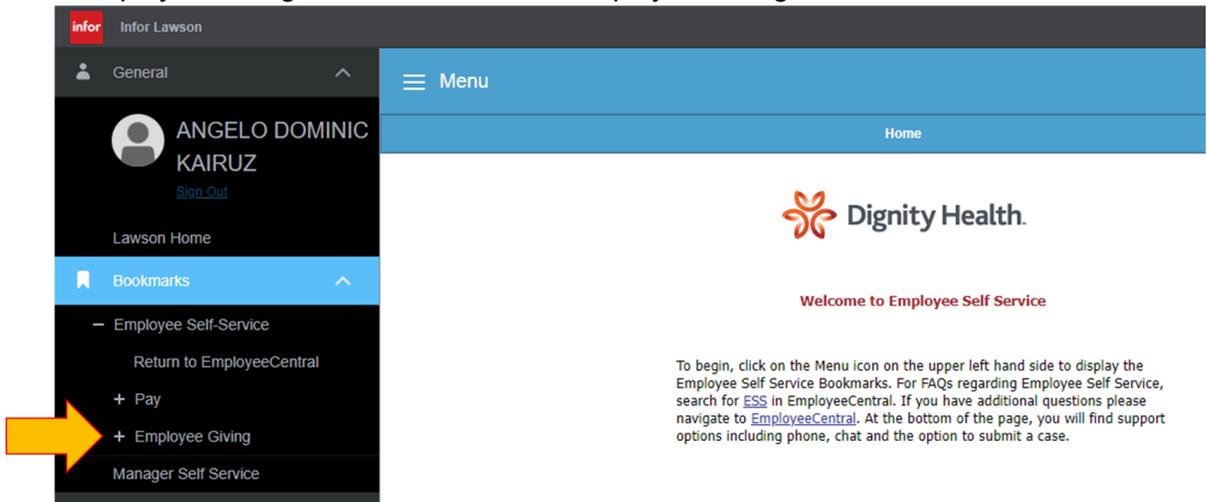
Using Payroll or PTO Deductions to Make a New Tower Campaign Donation

If you are interested in using Payroll or PTO deductions to make a donation in support of the capital campaign for the hospital's expansion project, you may do so through the ESS Portal by following the instructions below.

1. Go to the ESS website: <https://ess.dignityhealth.org/lawson/portal/>
2. Login with your Employee ID number and password.

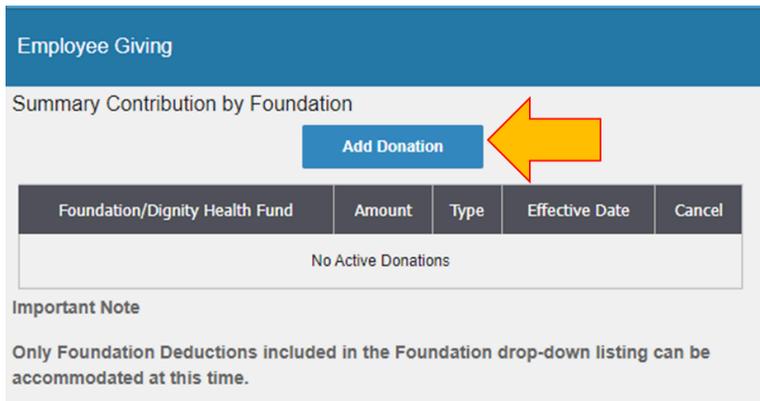


3. Click "Bookmarks" (top left corner of webpage), scroll over "Employee Self-Service," scroll over "Employee Giving," then click on "ESS Employee Giving."



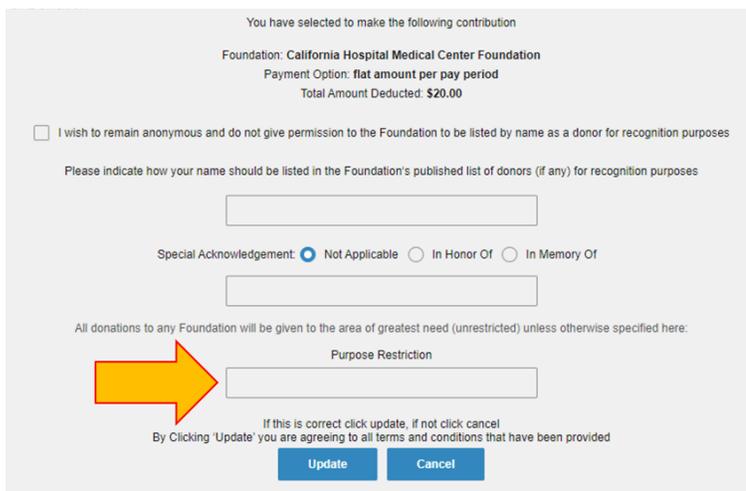
To begin, click on the Menu icon on the upper left hand side to display the Employee Self Service Bookmarks. For FAQs regarding Employee Self Service, search for [ESS](#) in EmployeeCentral. If you have additional questions please navigate to [EmployeeCentral](#). At the bottom of the page, you will find support options including phone, chat and the option to submit a case.

4. Click the “Add Donation” button.



The screenshot shows the 'Employee Giving' interface. At the top, there is a blue header with the text 'Employee Giving'. Below it, the section is titled 'Summary Contribution by Foundation'. A blue button labeled 'Add Donation' is prominently displayed, with a yellow arrow pointing to it from the right. Below the button is a table with the following columns: 'Foundation/Dignity Health Fund', 'Amount', 'Type', 'Effective Date', and 'Cancel'. The table currently contains the text 'No Active Donations'. Below the table, there is an 'Important Note' section with the text: 'Only Foundation Deductions included in the Foundation drop-down listing can be accommodated at this time.'

5. Select the option that best suits your needs (***Please note that payroll taxes are automatically withheld on PTO donations, so the actual dollar amount received by the Foundation for each donated PTO hour will be LESS than your hourly rate of pay.***)
6. Select “California Hospital Medical Center Foundation.”
7. Then press “Confirm.”
8. Click the “Continue” button to agree to Dignity Health Terms and Conditions.
9. In the “Purpose Restriction” box, type in “Health Equity Fund”



The screenshot shows a confirmation page for a donation to the 'California Hospital Medical Center Foundation'. The page displays the following information: 'Foundation: California Hospital Medical Center Foundation', 'Payment Option: flat amount per pay period', and 'Total Amount Deducted: \$20.00'. There is a checkbox for 'I wish to remain anonymous and do not give permission to the Foundation to be listed by name as a donor for recognition purposes'. Below this, there is a text input field for 'Please indicate how your name should be listed in the Foundation's published list of donors (if any) for recognition purposes'. There are also radio buttons for 'Special Acknowledgement' with options: 'Not Applicable' (selected), 'In Honor Of', and 'In Memory Of'. Below that is another text input field. A section titled 'All donations to any Foundation will be given to the area of greatest need (unrestricted) unless otherwise specified here:' contains a 'Purpose Restriction' text input field, which is highlighted with a yellow arrow. At the bottom, there is a disclaimer: 'If this is correct click update, if not click cancel. By Clicking 'Update' you are agreeing to all terms and conditions that have been provided'. There are two buttons: 'Update' and 'Cancel'.

10. CHMC Foundation will be notified of your donation election, and your deduction should be reflected in your paycheck within a couple of pay periods. Donations are tax deductible to the fullest extent allowed by law.

For more information or questions, contact Angelo Kairuz at the Foundation, Angelo.Kairuz@commonspirit.org or 213.742.5747. Thank you for your support!