

PTC Employee Directions for Payroll Deduction:

For First-Time Donors:

1. Log in to Pathway.
2. Select Employee Self Service.
3. On the Employee Dashboard page, click Benefits on the left side of the screen.
4. Click Current Enrollment.
5. On the Benefits Enrollment screen, click the Miscellaneous box.
6. Scroll down and click Add a New Benefit or Deduction (located at the bottom left of the screen).
7. Choose PTC Foundation and follow the instructions provided.

For Existing Donors:

If You Have Donated to the PTC Foundation in the Past and Do Not Want to Make Changes:
No action is needed at this time. Your deductions will continue with no end date.

If You Have Donated in the Past and Want to Change your PTC Foundation donation:

1. Scroll down to find your PTC Foundation deduction details.
2. Click Update.
3. Update the Status to Active.
4. Update the Effective Date to the first of the month of a payroll period, like 01/01/2027, by clicking on the calendar in the block.
5. Enter your new Monthly Deduction Amount (e.g., \$20.00).
6. Enter the total Annual Limit (e.g., \$240).
7. Click Submit Changes to finalize your updates.