

# WORKPLACE GIVING PROCEDURE

## SCOPE

This procedure applies to all fixed-term and continuing staff at Monash University Australian campuses, herein collectively referred to as 'you' for the purpose of this procedure.

## PROCEDURE STATEMENT

Social justice and community engagement have always been central to Monash University, and the University is committed to encouraging staff to make a direct practical difference to the world we live in. Workplace Giving allows staff to make regular charitable donations to designated eligible charities through the payroll. The University ('us', 'our' or 'we') also allows donations to Monash so that staff can support student scholarships, research or faculty projects of their choice.

### 1. Giving to Monash

- 1.1 By giving to Monash University, you can make a significant impact on disadvantaged students' lives, ensuring more students are able to access a university education at Monash with a gift to the Achieving Potential Scholarship Fund. If you prefer to support a specific faculty project or research fund, you can do that too.
- 1.2 You must be specific when nominating where you wish to direct your gift to enable us to ensure that it reaches the intended area.
- 1.3 We cover the cost of the administration, which means the nominated program or area of interest will receive 100% of your donation, ensuring your gift has maximum impact.

### 2. Making payments to Monash

#### Payroll deduction

- 2.1 You can choose to donate to Monash University via payroll by completing the [Giving to Monash online form](#). The form will prompt you to nominate a fortnightly amount to be donated to the area of your choice.
- 2.2 Monash HR will deduct the donation from your salary and allocate it to the area nominated by you. You will receive the tax benefits of your charitable donations at the time of deduction without having to wait until the end of the financial year or needing to hold on to receipts. Further details on Workplace Giving and taxation can be located at the [Australian Taxation Office \(ATO\) site](#).

#### Credit card

- 2.3 You may also donate to Monash University online by credit card. The [online form](#) will prompt you to nominate a one-time or recurring amount to be donated to the area of your choice. A copy of the receipt should be kept if you want to claim the donation amount when lodging your tax return.

#### Cheque or money order

- 2.4 You can send donations by cheque or money order, payable to "Monash University", to:

Monash University  
External Relations, Development and Alumni  
Office of the President and Vice-Chancellor  
Clayton VIC 3800

#### Other ways to donate

- 2.5 You can also choose to donate to Monash University in other ways, including direct deposit, by phone or fax. Please contact the Donor Services team on 03 9903 1608 for further information on these payment methods.

### 3. Bequest

- 3.1 You can leave a bequest to Monash University by including Monash as a beneficiary in your will to support life-changing projects and opportunities.
- 3.2 You should seek advice from a solicitor, a trustee or an accredited wills and estate specialist when making changes to your will.
- 3.3 For more information, please access the [Bequest website](#). You are also invited to have a confidential discussion with the Planned Giving team on 03 9903 4395 or by [booking an appointment online](#).

### 4. Oxfam-Monash partnership

- 4.1 The Oxfam-Monash Partnership was established to forge new solutions to development challenges, and to enhance the contributions of both Oxfam and Monash to positive global change.
- 4.2 You are able to make one-off or recurring donations to Oxfam via payroll by completing the [Request to Donate to Eligible Charities online form](#).
- 4.3 Donating in this way means that you can receive the tax benefits of your charitable donations at the time of deduction without having to wait until the end of the financial year or needing to hold on to receipts. Further details on Workplace Giving and taxation can be located at the [ATO site](#).
- 4.4 Alternatively, you may wish to contribute your time by volunteering. For more information on volunteering, see our [Workplace Volunteering procedure](#).

### 5. Giving to emergency relief funds

- 5.1 We respond to appeals for emergency relief funds as the need arises. You will be notified of the details of fund raising efforts and organisations identified for workplace giving via global email.

### 6. Receiving tax benefits

- 6.1 For workplace giving arrangements made via payroll, we will reduce the amount of Pay As You Go (PAYG) tax to be withheld based on the donation amount. As a result, most staff will get a tax benefit in their pay every time they donate.
- 6.2 Whilst the taxable gross on the payment summary at the end of the financial year will not show a reduced taxable income commensurate to the amount donated, it will have a separate line showing the aggregate donation made under the Workplace Giving program.
- 6.3 You can access further information on Workplace Giving, on the [ATO site](#).

### 7. Breach of procedure

- 7.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

## DEFINITIONS

<a href="#">Eligible charities</a>	These organisations must be a deductible gift recipient (DGR) in order to receive payments under the Workplace Giving Program.
<a href="#">Oxfam Australia</a>	This is an Australian, non-religious development agency working to find lasting solutions to poverty and injustice. Their work reaches more than 19 million people in 80 countries and is reliant on the support it receives from donors and campaigners.
<a href="#">Workplace Giving</a>	This is a federal government initiative which allows staff to make regular charitable donations to eligible charities through the payroll.

## GOVERNANCE

Parent policy	<a href="#">Pay, benefits and entitlements</a>
Supporting schedules	N/A
Associated procedures	<ul style="list-style-type: none"> <li>• <a href="#">Workplace Volunteering</a></li> </ul> <p><b>Procedure forms</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Giving to Monash online form</a></li> <li>• <a href="#">Giving to Monash via payroll online form</a></li> <li>• <a href="#">Request to Donate to Eligible Charities online form</a></li> </ul>
Legislation mandating compliance	N/A
Category	Human Resources
Approval	Chief Human Resources Officer as delegate of the Chief Operating Officer - 12 June 2018
Endorsement	Director, Workplace Relations - 12 June 2018
Procedure owner	Director, HR Services & Analytics
Date effective	25 October 2018
Review date	12 June 2021
Version	5
Content enquiries	<a href="#">ask.monash</a> or phone Monash HR on (03) 990 20400