

Payroll Giving: Information for HR & Payroll teams

SAMH

Scottish Action for Mental Health

Payroll giving is a straightforward system which allows employees to donate to charity directly from their gross pay. Once employers have connected with a Government-approved payroll giving agency, the donations simply come out every time payroll is run.

Benefits of offering payroll giving:

- Increases your **Corporate Social Responsibility (CSR)** offering
- Demonstrates **care and commitment** to your employees
- Improves staff **morale and motivation**
- **Straightforward to implement** using a Government-approved payroll giving agency
- **Gain employer recognition** via Quality Mark Awards



Are you already set up with a payroll giving agency?

↪ Yes!

- Include a payroll giving form with your induction pack for new employees
- Review the form to check it's up to date and easy to complete
- Make sure the form is accessible to all - e.g. pop it on your intranet
- Incentivise staff engagement by offering matched funding, demonstrating the business's commitment to charity
- Have a look at our promotion ideas (received along with this guide)

Not yet! ↪

- Choose a provider from the Government-approved list of payroll giving agencies
 - Charities Aid Foundation (CAF) is one of the largest and best-known providers for payroll giving, but SAMH can receive donations via any agency
- It typically takes about a month to get set up
- Have a look at our promotion ideas (received along with this guide), so you're ready to go when it's set up