

Workplace Giving Scheme – Guidance for signing up

Please see the tips below for a number of the fields that need completing.

How to sign up

- Online via www.workplacegiving.co.uk/giving
- Download the mobile app “Workplace Giving UK” in the App Store or in Google Play
- Call HR Services 0161 27 54499 or email hrservices@manchester.ac.uk and request an application form.

What is my tax band?

20%	40%	45%
For salaries up to £41,865	For salaries over £41,866	For salaries over £150,000

What if my charity is not on the list?

If your preferred charity is not on the **Select your charity** drop down menu, click the + and type in your charity’s name and the charity’s Reg. No. This should be accessible on your charity’s website or standard letterhead. If not just call your charity.

Payment period

Select **monthly** or weekly if applicable. The University does not pay fortnightly or 4 weekly.

Staff number

This is the first 7 digits of the ID Number on the front of your staff ID card or is your *payroll ref* no on your payslip.

Employer details

Employer’s name: There are only 2 options. You should either state University of Manchester or University of Manchester Conferences.

Employer’s address: All staff including Paterson Institute and University of Manchester Conferences staff should use the Official University address below when completing “employer’s details.”
University of Manchester, Oxford Road, Manchester, M13 9PL

National Insurance number

If you are unsure of your NI number please login to [MyView](#) to see your online payslip.