

People Portal



Healthier Tomorrow Individual Giving Program

Quick Reference Guide for All Employees

Version 02 – Nov 2022



All Employees



We are a family
nurturing families

Quick Reference Guide Purpose

The context in which this Guide applies.



Who?

This guide is intended for **All Employees** across Canada from Backstage, RSC and Retail including Franchisees.

What?

The **Healthier Tomorrows Individual Giving Program**, bringing together Sobeys Capital Incorporated employees and employees of its franchisees to support Healthy Bodies and Healthy Minds by donating to participating charitable organization(s) across Canada.

Visit healthiertomorrow.ca to learn more.

When?

Use this guide when you want that a **Donation to a participating charitable organization(s)** deduction be added or removed from your compensation.

Sign up today and together we can fuel healthier tomorrows!

Why?

HR has partnered with the Community Investment Team to develop an online form where Sobeys Capital Incorporated employees and employees of its franchisees can **donate to a participating charitable organization(s)** of choice.

1. Access the People Portal

Start by logging into the People Portal.



We've made it simple to select where and when you donate.

Simply follow the step-by-step process described in this guide.

1. Enter your **Employee ID**.
2. Enter your **Password**.
3. Click **Log In**.

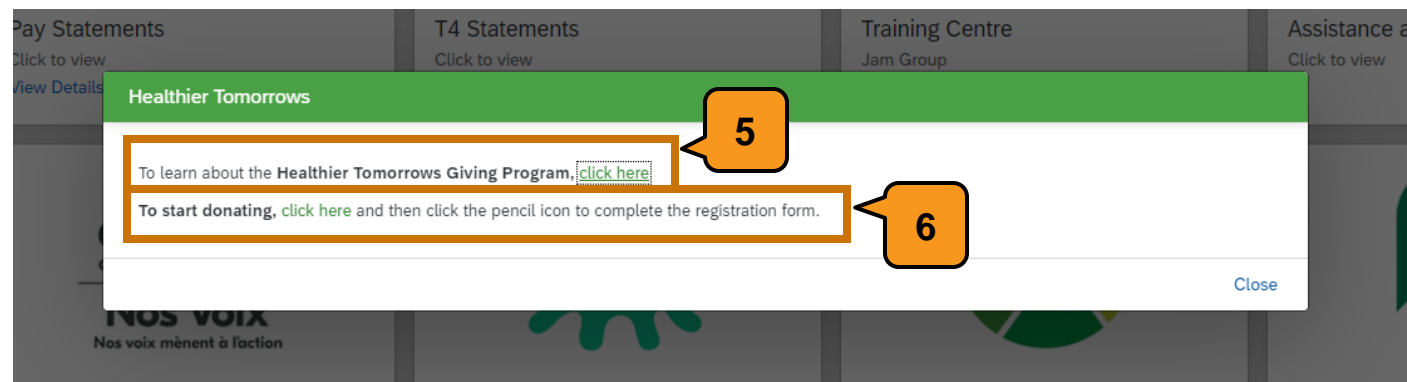
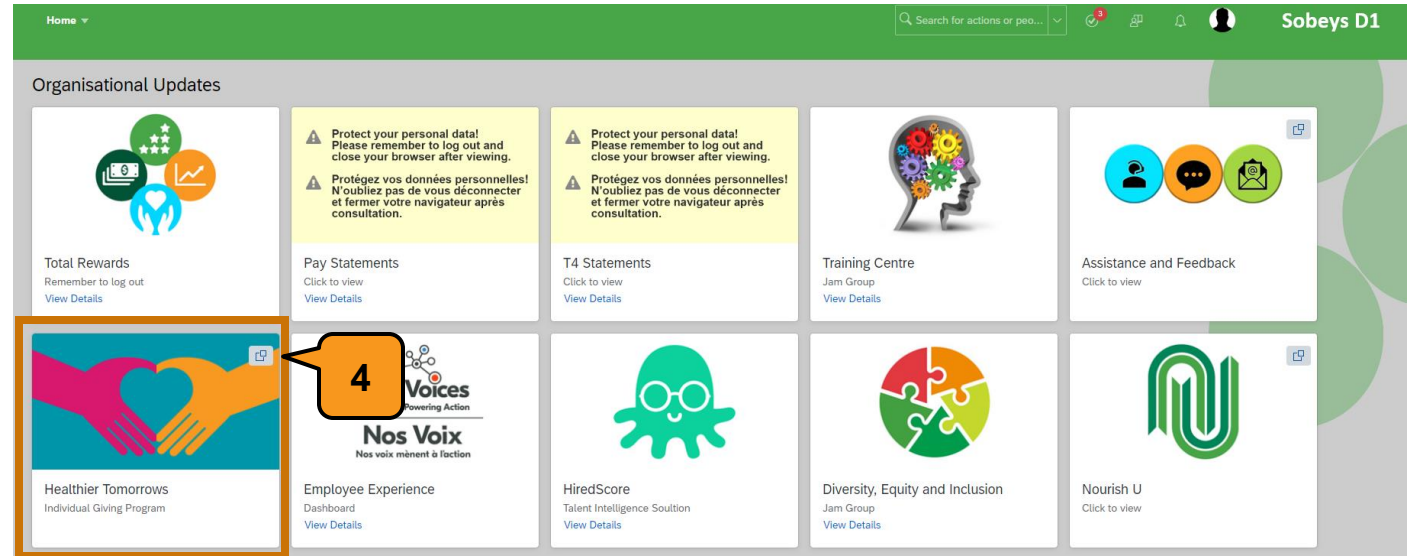


2. Access your Employee Profile



Reach the Healthier Tomorrows Individual Giving Program section.

4. Click the **Healthier Tomorrows Individual Giving Program** tile on the Homepage.
5. To learn more about the **Healthier Tomorrows Individual Giving Program**, click the link in the first sentence. This will open up the Healthier Tomorrows Individual Giving Program website.
6. To start donating, click the link in the second sentence. This will open up your Employee Profile where you can complete the registration form. See the next slide for the next steps.

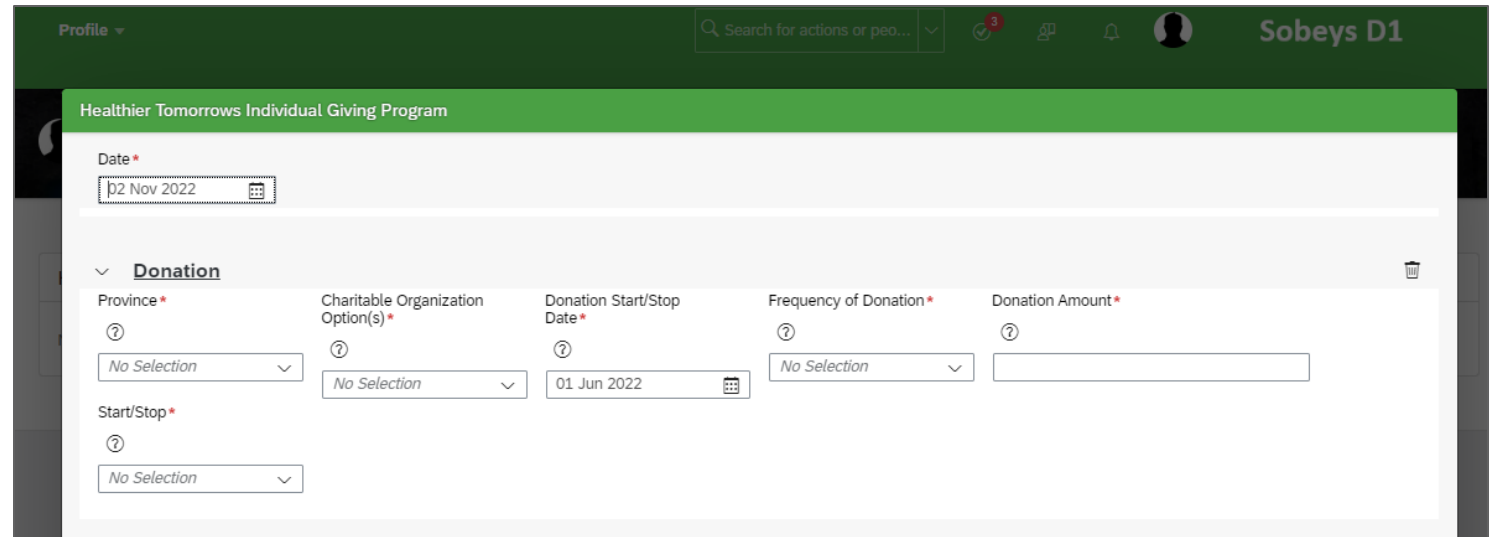
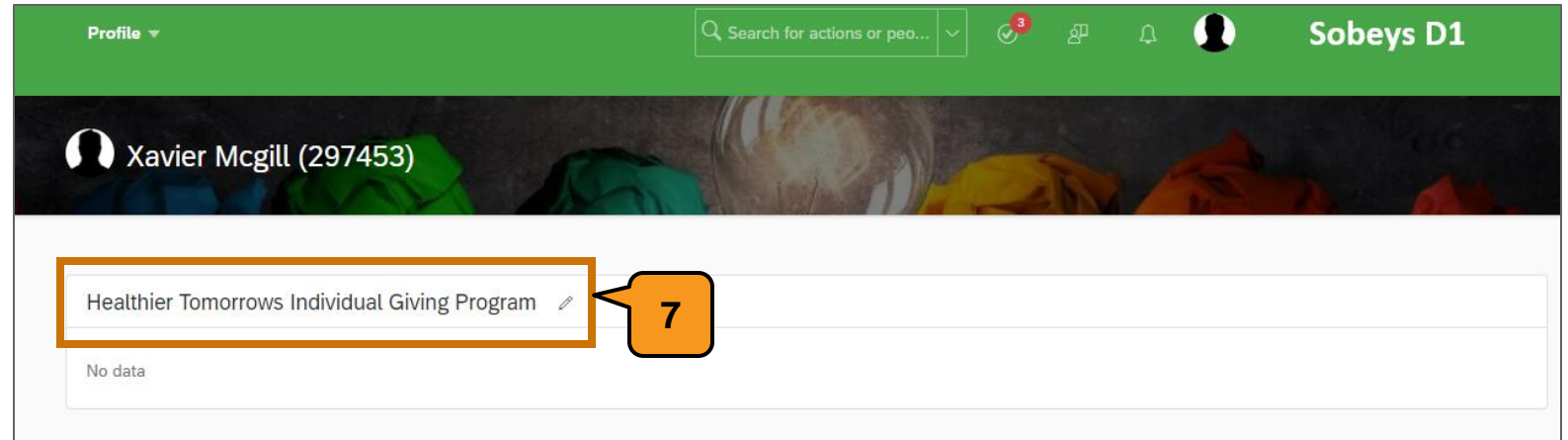


2. Access your Employee Profile

Reach the Healthier Tomorrows Individual Giving Program section.



7. Click on the pencil to create a Donation Record.



3. Complete the form – Part 1

Select the Province and the Charitable Organization.



Fields marked with a **red asterisk (*)** are mandatory fields.

8. Click the **drop-down arrow** on the Province field.

9. Select **Province**.

10. Click the **drop-down arrow** on Charitable Organization Options field.

11. Select **Charitable Organization**.



Good to know!

- You can choose from a list of over 30 charities addressing hunger and child and youth mental health – including charities in your community.
- Every province has different **Charitable Organization Options**.
- You can support charities in your province or outside of where you live.

3. Complete the form – Part 2



Select the Date and the Frequency of Donation.

Make a donation from your pay cheque whenever it works for you – a one time donation or a regular deduction of your choice.

- 12. Click on the **calendar icon** to select a **Donation start date**.
- 13. Click the **drop-down arrow** and choose one of the two options for the **Frequency of Donation**.

Donation Start/Stop Date*

01 Jun 2022

Frequency of Donation*

One time donation (One time donation)

Bi-weekly (Bi-weekly)

One time donation (One time donation)

Donation start date*

01 Jun 2022

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
22	30	31	1	2	3	4	5
23	6	7	8	9	10	11	12
24	13	14	15	16	17	18	19
25	20	21	22	23	24	25	26
26	27	28	29	30	1	2	3



Note: One-time donations do not need to be stopped.

3. Complete the form – Part 3



Enter your Donation Amount.

14. Enter **Donation Amount**. Donation Amount must be \$2.00 minimum. How much you donate is **your** choice.

A. Error messages will pop up if:

- dollar \$ sign is included when entering the donation amount, or
- donation amount is less than 2\$.

B. Warning message will pop up to validate donations greater than \$100.

- If Donation Amount entered is correct, click **Proceed**.
- If Donation Amount entered is incorrect, click **Correct** to edit the amount.

Donation Amount * (with \$ sign) → Invalid Value \$10 for field Donation Amount in object cust_childEmployeeCharitableDonationProgram

Donation Amount * (with 1) → Please maintain minimum \$2

Donation Amount * (with 125) → A Donation amount over \$100 has been keyed. Please confirm

Buttons: Correct, Proceed



Good to know!

Your donation will be applied to your T4 at the end of the year.

3. Complete the form – Part 4

Select the Start Option and Save your form.



15. From the Start/Stop Field drop-down menu, select **Start** to start deduction.

16. Click **Save** and you're done!



Good to know!

You can opt in, and opt out whenever you want. Make a donation from your paycheque whenever it works for you – a one time donation or a regular deduction of **your choice**.

Province* Ontario (ON) Charitable Organization Option(s)* Children's Health Founda... Donation start date* 01 Mar 2022

Donation Amount* 10 Start/Stop (01 Jun 2022)

Start (Start) [dropdown arrow]

Start (Start) [highlighted with callout 15]

Stop (Stop)

Add Donation

Charitable Organization Option(s)* Children's Health Foundation(D020) Donation Start/Stop Date* 01 Jun 2022 Frequency of Donation* Bi-weekly

Start/Stop* Start

Cancel Save [highlighted with callout 16]



How to stop a donation?



To Stop a Bi-Weekly Donation, follow these steps.

17. Select the **donation record** you wish to stop for a Bi-weekly donation.
18. Choose the **date** you wish to stop the deduction from the **Donation Start/Stop Date**.
19. Select **Stop** from the **Start/Stop field** drop-down menu.
20. Click **Save**.

The screenshot shows a 'Donation' form with the following fields: Province (Québec), Charitable Organization Option(s) (Montreal Children's Hospital Fndn(DO...)), Donation Start/Stop Date (29 Sep 2022), Frequency of Donation (Bi-weekly), and Donation Amount (125). A 'Save' button is visible in the bottom right corner.

Callout 17 points to the main form. Callout 18 points to a date picker showing '29 Sep 2022' and a calendar for September 2022. Callout 19 points to a 'Start/Stop' dropdown menu with 'Stop' selected. Callout 20 points to the 'Save' button.



How to add a donation?

You can make donations to more than one Charitable Organization.



If you want to donate to more than one Charitable Organization, you need to add another Donation record.

21. Click the **Add Donation** button to create another donation record and follow the steps seen previously in this guide.

This completes the steps for making, stopping and/or adding donations through the **Healthier Tomorrows Individual Giving Program**.

The screenshot shows the 'Healthier Tomorrows Individual Giving Program' interface. The 'Donation' section is expanded, showing fields for Province (Québec (QC)), Charitable Organization Option(s) (Montreal Children's Hospital Fn...), Donation start date (01 Jun 2022), Frequency of Donation (Bi-weekly (Bi-we...)), and Donation Amount (10). The Start/Stop dropdown is set to 'Start (Start)'. At the bottom left, the 'Add Donation' button is highlighted with a callout box labeled '21'. At the bottom right, there are 'Cancel' and 'Save' buttons.



If you have further questions, contact the HR Service Centre at hrrservicecentre@sobeys.com or call 1-800-295-3348.