

Sunshine Fund



What is the Sunshine Fund?

The Sunshine Fund provides a unique opportunity to show your coworkers that you care and allows you to support them when they have a life event. This is a voluntary, no pressure program that is supported by employee payroll deductions only.

What is considered a life event?

A life event includes but is not limited to a birth, adoption, foster care placement, bereavement of a family member, wedding, surgery, ongoing illness, graduation or retirement.

How can I get involved?

To participate, complete the payroll deduction form for the Sunshine Fund. Most current participants contribute an average of \$1-\$3 per pay period. You can change or end your contribution at any time.

I authorize Hospice of the Piedmont to deduct \$ _____ from my bi-weekly paycheck for the Sunshine Fund. This authorization will remain in effect until I elect to change the amount or end the deduction. Further, I agree that my electronic signature, if used below, is the legal equivalent to my handwritten signature.

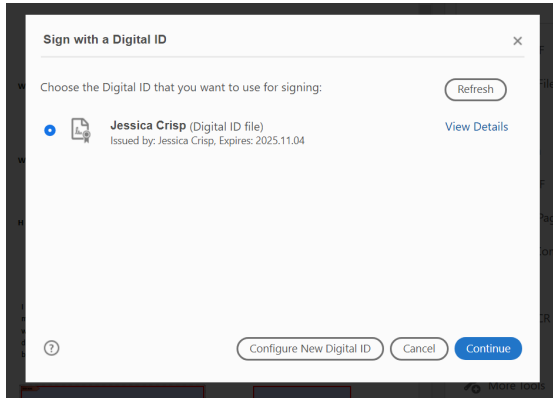
Employee Signature

Date

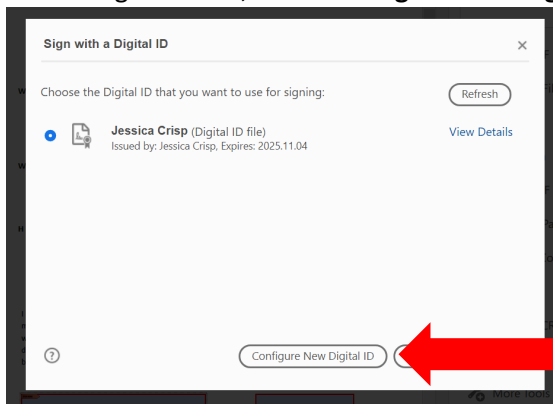


How to Electronically Sign the Sunshine Fund Payroll Deduction Form

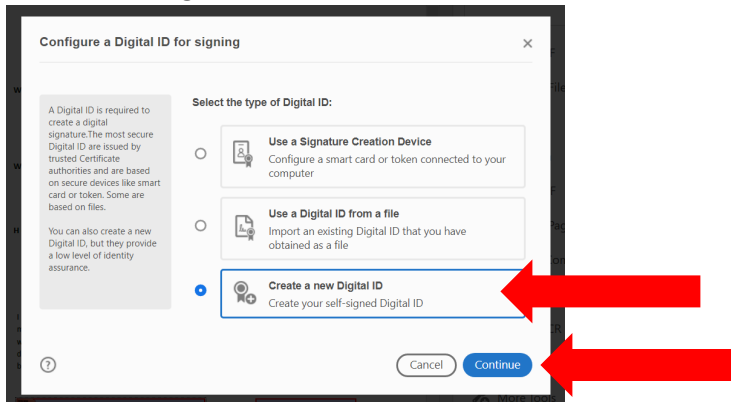
- 1) **Download** the Sunshine Fund payroll deduction enrollment form.
- 2) Right click the file, select **Open with** and select **Adobe Reader**.
- 3) Complete the **Amount** and **Date** fields.
- 4) Click the **Signature** field. The window below will appear.



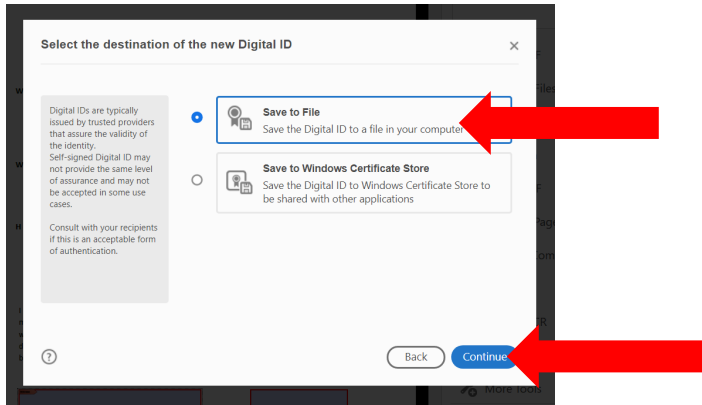
- 5) If you already have a Digital ID file, select the file you want to use and click **Continue** and skip to Step 10. If you do not have a Digital ID file, select **Configure New Digital ID**.



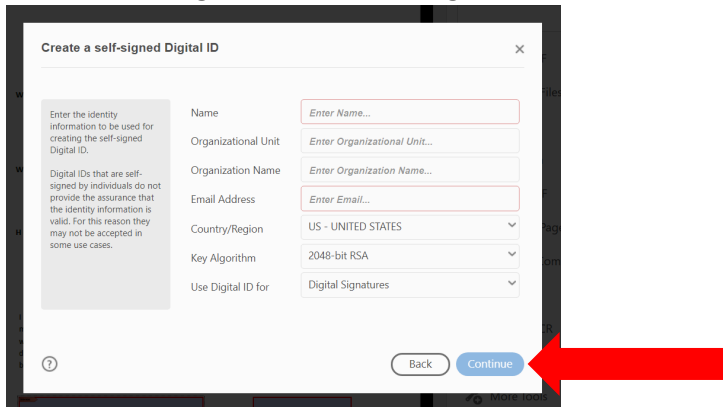
- 6) Select **Create a new Digital ID** and click **Continue**.



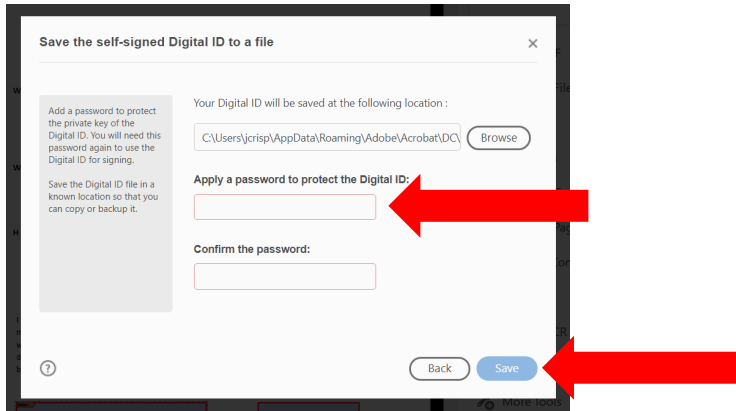
7) Select **Save to File** and click **Continue**.



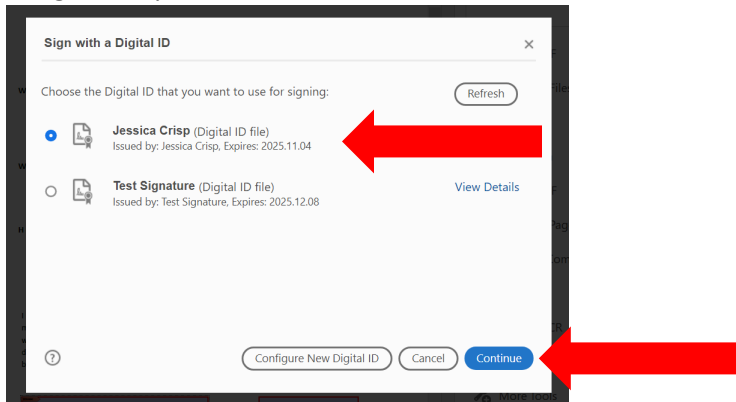
8) Complete the **Name, Organizational Unit, Organization Name** and **Email Address** fields and click **Continue**.



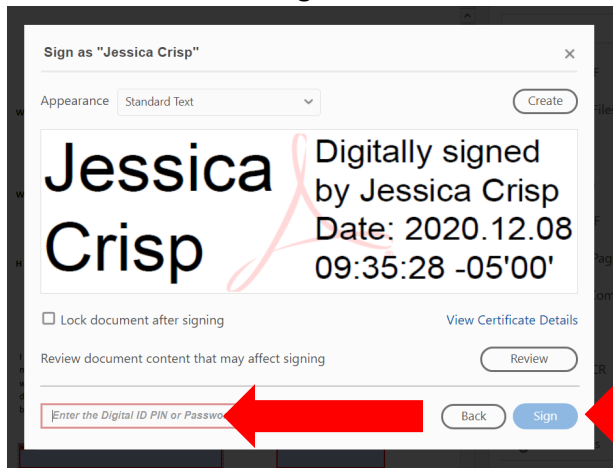
9) Enter a **password** for your Digital ID and **confirm** the password. Click **Save**.



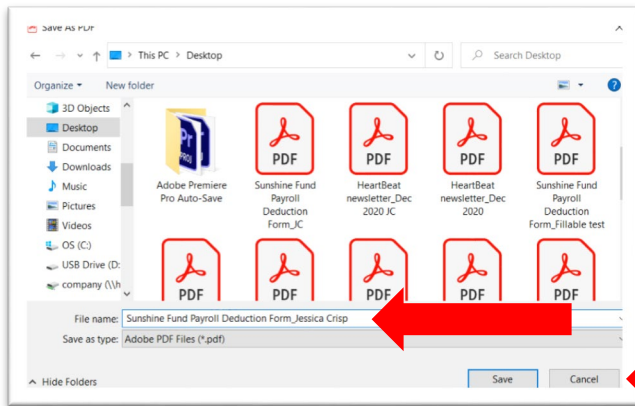
10) Select the signature you wish to use and click **Continue**.



11) Enter your **Password** and click **Sign**.



12) **Edit** the file name if desired and then **choose** where you want to save the electronically signed version of your file. Click **Save**.



13) You should now see your electronic signature on the Sunshine Fund Payroll Deduction Form. **Close** the PDF and **email it** to Jennifer Duncan, jduncan@hospiceofthepiedmont.org.

