



## WORKPLACE CAMPAIGN ONLINE GIVING

Workplace giving is easier than ever with our online giving option!

### Get Started: Contact United Way and answer these questions:

**1. How many paychecks do your employees receive per year?**

Pays/Year:

This information will be used to calculate payroll deduction pledges, if made.

**2. What are your campaign's start and end dates?**

Start Date:

The start date is when you will allow employees to begin making their pledges. Usually the start date will coincide with an email or letter with giving details, a link to our online workplace campaign page, and/or a presentation.

End Date:

Your end date is the last day, or deadline, for your employees to make their pledge. An end date should be chosen with any payroll deduction lead time required by your payroll department in mind.

**3. How often would you like an updated employee giving report?**

- Weekly (Monday for previous week)
- Bi-weekly (every other Monday for previous period)
- 2x; mid-way and end of campaign
- End of campaign (first business day following end date)

United Way will provide you with a report detailing all online giving, including name and amount. You will be responsible for providing payroll deduction information from this report to your payroll department.

### Online Giving in Five Easy Steps!

- 1. Contact United Way** with the answers to the questions above.
- 2. Send details about the campaign** along with the link to our Online Workplace Campaign page to your employees.
- 3. Employees make their gift** by visiting the link, selecting your business name in the dropdown menu, choosing recurring or one-time payroll deduction, and completing the online form. If employees have questions, they may reach out to any of your United Way contacts.
- 4. United Way sends you a giving report.** This report will come based on the frequency selected above.
- 5. Share the report with your payroll department.**

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### YOUR UNITED WAY CONTACTS

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