



## Get Started: Contact United Way with the answers to these questions.

Workplace Name:

Contact/Email:

How many paychecks do your employees receive per year?

This information will be used to calculate payroll deduction pledges.

The online pledge form collects basic employee information - name, email, address - in addition to the pledge information. **If your HR process requires additional information to be collected, i.e., SSN, birthdate, etc. please note it here:**

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If the form should require employees to select an identifier in addition to employer, such as building or department, please supply a list and we will include a dropdown selection option.

What are the start and end dates for your campaign?

Start

End

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. An end date should be chosen with any payroll deduction lead time required by your payroll department in mind.

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!

3. **Contact United Way** with the answers to the questions above.
4. **Send details about the campaign** along with the link to our Online Workplace Campaign page to your employees.
5. **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.
6. **United Way sends you a giving report.** This report will come based on the frequency selected above.
7. **Share the report with your payroll department.**

**Contact us at 740-383-3108 to start your online campaign now.**