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December 22, 2000

Payroll Letter 790
Supersedes Payroll Letter 761

To: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of all Departments, Institutions, Boards and Commissions

From: Robert L. Cruse, State Payroll Administrator

Subject: Combined Charitable Campaign Update

The State of Ohio will again participate in the Combined Charitable Campaign (CCC) for calendar year 2001. Employees may designate up to three federations and/or member agencies of their choice for voluntary payroll deduction or one-time gift. Charity deductions will be made on a pay period basis, 26 pay periods for bi-weekly payrolls and 12 pay periods for monthly payrolls. There is no minimum amount an employee may have deducted per charity deduction.

Payroll deduction for the Combined Charitable Campaign is to be made each of the 26 pay periods. The first deduction for 2001 will be reflected in the check that employees receive on January 12, 2001. This will not affect employees on monthly payrolls.

I. INITIAL POSTING OF CHARITY PLEDGES *through 12/26/2000*

Combined Charitable Campaign pledge information will be input by United Way this year. Your Combined Charity Coordinator is to send the pledge cards to United Way by December 22, 2000. On December 27, 2000 United Way will give us a file to update the Payroll System. This year scannable pledge cards took the place of the multi-part "Combined Charitable Campaign" pledge card

Effective **January 01, 2001**, Agencies should refer to instructions in step IV to add charitable contributions.

If an employee has a pledge entered on their payroll record which they did not authorize you should follow the normal procedure to request a refund. If the employee authorized a deduction and the code entered is incorrect you should contact Debbie Killian in our Payroll Deduction Office and she can transfer the money to the appropriate federation.

II. PCCC POSTING REPORTS

After January 10, 2001 United Way will provide each Agency a report showing all employees and their pledges. You should use these reports to verify that the data entry is correct.

III. YEAR-END PROCESSING

Charity codes and amounts relevant to the 2000 campaign will be removed by Systems Administration after processing the last pay period in 2000. No action from agencies is required to perform this year-end process. Payroll Administration will then match the new CCC file with corresponding employee payroll records and insert charity codes and amounts. These new charity codes and amounts will be posted to your payroll at the beginning of 2001.

IV. POSTING OF CHARITY PLEDGES *AFTER 12/26/2000*

After the initial posting of CCC information, future charity codes may be entered on-line. On the payroll screen (PAYU) press PF4 to get to the PAYU2 screen. Charity codes and amounts appear in the upper right hand corner of the PAYU2 screen and are identified by the labels CHARITY DEDS: 1, 2 and 3.

ON-LINE "PAYU2" DATA ENTRY PROCEDURES

- Access the employee's payroll record via the "PAYU" transaction and press the PF4 key.
- Tab to the first available code, enter a four digit charity code followed by the amount.
- Update the payroll record using the PF1 (update) key.
- To delete an existing charity code, use the space bar to completely blank the charity code, then update the record.
- To correct an existing charity code or amount, tab to the appropriate code or amount field, enter the new data, and then update the record.

V. PAYROLL DEDUCTION ACCOUNT SUMMARY

The Payroll Deduction Account (PDA) summary at the end of your Payroll Disbursement Journal will summarize all federations or member agencies into deduction code "C01".

VI. AUTHORIZATION FOR PAYROLL DEDUCTION

When an employee elects to have a charity deducted through payroll, please have the employee complete the pledge card with dollar amount (s) and charity code(s) and sign the card. Enter onto the HR2K payroll system as appropriated. Make copies for your files and for the employee, if requested. Please forward the employee's pledge cards to: Cindy Turvy, Capital Area CCO, United Way of Franklin County, 360 S. 3rd St., Columbus, Ohio 43215. Additional blank pledge cards and campaign booklets may be obtained by contacting Ms. Turvy at (614) 227-2708.