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December 17, 2002

**Payroll Letter 832**  
Supersedes Payroll Letter 816

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

From: Jerry A. Miller, Acting State Payroll Administrator

Subject: Combined Charitable Campaign Update

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The State of Ohio will again participate in the Combined Charitable Campaign (CCC) for calendar year 2003. The new pledge forms that were distributed for the 2003 campaign were designed to allow employees to designate up to six federations and/or member agencies of their choice for voluntary payroll deduction or one-time gift. For 2003, only one charity amount will be captured on payroll. The amount will be deducted and forwarded to the Campaign Coordinating Organization (CCO). The CCO will disburse the funds based on the designations provided on the employee's pledge card.

Payroll deductions will be made each of the 26 pay periods for bi-weekly payrolls and the 12 pay periods for monthly payrolls. The first bi-weekly deduction in 2003 will be reflected in the check that employees receive on January 10, 2003.

#### **COLLECTION OF CHARITY PLEDGES**

Your Combined Charity Coordinator was responsible for sending all pledge cards to CCO. The CCO will process the Combined Charitable Campaign pledge information again this year.

#### **YEAR-END PROCESSING**

Systems Administration will remove charity codes and amounts relevant to the 2002 campaign after processing the last payroll check in 2002. In mid-December the CCO will provide Systems Administration with an electronic data file containing the employee's total 2003 contribution amounts. We will then match the new CCC file with corresponding employee payroll record and insert the charity amount. This should be completed by December 31, 2002. After **December 31, 2002**, Agencies should refer to instructions provided below (Posting of Charity Pledges after December 31<sup>st</sup>).

### **POSTING OF CHARITY PLEDGES AFTER DECEMBER 31<sup>st</sup>**

After the initial posting of CCC information, future charity amounts must be entered on-line using the instructions provided below:

#### **ON-LINE "PAYU" DATA ENTRY PROCEDURES**

- Access the employee's payroll record via the "PAYU" transaction.
- At the bottom right hand corner of the employee's payroll screen, below the payroll deduction fields, is the word "Charity". Enter the total charity amount that the employee wishes to be deducted each payroll period.
- Update the payroll record using the PF1 (update) key.
- To change an existing charity amount, tab to the charity amount field, enter the new data, and then update the record.
- To delete an existing charity amount, enter zeroes and update the record.

#### **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 appropriate. 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.

#### **CCC POSTING REPORTS**

After January 10, 2003 the CCO 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.

#### **INCORRECT CHARITY DEDUCTIONS**

If an employee has a pledge entered on their payroll record that they did not authorize, please zero out the Charity amount and follow the normal procedures to request a refund.

If you have any questions, please contact Systems Administration at (614) 466-6915.