



December 16, 2003

Payroll Letter 849
Supersedes Payroll Letter 832

To: HR Administrators, Payroll Officers, Personnel Officers, Fiscal Officers,
Labor Relations Officers, and EEO Officers of All Departments,
Institutions, Boards and Commissions

From: Dan R. Parks, State Payroll Administrator

Subject: 2003 Combined Charitable Campaign

The State of Ohio is again participating in the 2003 Combined Charitable Campaign (CCC) for calendar year 2004. The 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 calendar year 2004, only one charity amount/deduction 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 specified on the employee's pledge card.

Payroll deductions will be made each of the 26 pay periods for bi-weekly payrolls and 12 pay periods for monthly payrolls. The first bi-weekly deduction in 2004 will be reflected in the paycheck that employees receive on January 9, 2004.

COLLECTION OF CHARITY PLEDGES

Your Combined Charity Coordinator was responsible for sending all pledge cards to the CCO. The CCO will process the 2003 Combined Charitable Campaign pledge information again this year.

YEAR-END PROCESSING AND INITIAL POSTING

Systems Administration will remove existing charity codes and amounts after processing the last payroll check in 2003 (payday December 26, 2003). The CCO will provide Systems Administration with a data file containing the employee's total contribution amount for the 2003 campaign. By December 31, 2003, we will place new contribution amounts on employee payroll records under payroll deduction code "CCC". After December 31, 2003, agencies should refer to instructions provided below (Posting of Charity Pledges after December 31st).

POSTING OF CHARITY PLEDGES AFTER DECEMBER 31st

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

- Access the employee's payroll record via the "PAYU" transaction
- In the payroll deduction area, enter deduction code "CCC" along with the 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 "CCC" deduction code amount, enter the new amount, and update (PF1) the record
- To delete an existing charity amount, enter zeroes in the deduction amount or space over the "CCC" deduction code, and update (PF1) the record

AUTHORIZATION FOR PAYROLL DEDUCTION

When an employee elects to have a charity deducted through payroll after the regular fall campaign, please have the employee complete a pledge card with dollar amount (s) and charity code(s) and sign the card. Post the charity deduction to the employee's payroll record as directed above. Make copies of the pledge card for your files and for the employee, if requested. Please forward the employee's pledge card to: Cindy Turvy, Capital Area CCO, United Way of Central Ohio, 360 S. 3rd St., Columbus, Ohio 43215. Blank pledge cards and campaign booklets may be obtained by contacting Ms. Turvy at (614) 227-2708.

State agency CCC coordinators have been instructed that between December 3, and December 22, they are to hold copies of pledge cards and forward the originals to the CCO. After December 31, 2003, please verify that these new pledges have been posted to the employee's payroll record (PAYU) with the correct "CCC" deduction amount. If the charity deduction is not on the employee's payroll record or the amount is incorrect, please correct as needed.

CCC POSTING REPORTS

After January 9, 2004, the CCO will provide agencies a report showing all employees and their pledges. Please use these reports to verify that the initial postings are correct.

INCORRECT CHARITY DEDUCTIONS

If an employee has a charity deduction entered on their payroll record that they did not authorize, remove the charity deduction code and amount and follow the normal procedures to request a refund.

If you have any questions, please contact your agency's CCC coordinator or Systems Administration at (614) 466-6915.

DRP/jam