NJ State Employees Charitable Campaign

Instructions for Contributors
Introduction

“The ECC is the only approved charitable payroll deduction solicitation of state employees. This drive supports the work of approved charitable agencies and organizations. These agencies fight disease, make life more meaningful for the young and elderly, assist the impoverished, and help people to become economically self-sufficient.”

Campaign runs from November 1 through December 16, 2016.

NJECC Website: http://njecc.net
University Communications and Marketing
Rutgers University Contribution Information

- New universitywide payroll system for 2016
- New two-step pledge process for payroll deduction for all employees, except Rutgers Foundation employees.
- Paper check option for all employees, including Rutgers Foundation
- One-step E-Check pledge option for all employees.
Three Ways to Pledge

<table>
<thead>
<tr>
<th></th>
<th>One-Time Paper Check Contribution</th>
<th>One-Time e-Check Contribution</th>
<th>Payroll Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rutgers</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Rutgers Foundation</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

NOTE: Paper pledge forms are required for one-time paper check contributions.
Process and Deadlines

• **Payroll Deduction** - must be entered through [my.rutgers.edu Employee Self-Service portal](http://my.rutgers.edu) and charity(ies) designated through NJECC website by December 16, 2016.

• **E-Check** – entered to the NJECC website by December 31.

• **Paper check** – charity(ies) designated on the paper pledge form and returned with a check to area coordinator by December 16.

• Send paper checks clipped to pledge forms to the Office of Community Affairs.

  Attn: Kay Schechter  
  Office of Community Affairs  
  Department of University Communications and Marketing  
  Rutgers, The State University of New Jersey  
  101 Somerset Street  
  New Brunswick, NJ 08901-1281
Process and Deadlines

• Coordinators send a completed summary form with pledge forms and corresponding checks to Kay Schechter.

• All paper pledge forms with checks must be returned to Kay and postmarked by Friday, December 16, 2016:

  Office of Community Affairs  
  Department of University Communications and Marketing  
  Rutgers, The State University of New Jersey  
  101 Somerset Street  
  New Brunswick, NJ 08901-1281

• Coordinators send collected pledge forms and corresponding checks at frequent intervals.
  – You don’t have to wait until the deadline to send pledge forms and payments.
IMPORTANT NOTE: DONATION AMOUNT

• To select an approved charity or charities for your donations, **a minimum donation of $52 per charity** must be made for all payroll deductions, E-Check contributions, or paper check contributions.

• Donations less than $52 will be directed to the general fund.

• There is no minimum donation.
PLEDGE OPTION 1:

ONE-TIME PAPER CHECK CONTRIBUTION

Make checks payable to NJECC and submit with copy of Rutgers Pledge Form for Paper Checks (postmarked) by Friday, December 16 to:

    Office of Community Affairs
    Department of University Communications and Marketing
    Rutgers, The State University of New Jersey
    101 Somerset Street
    New Brunswick, NJ 08901-1281
    Attn: Kay Schechter

This option is available to all employees.
Rutgers Pledge Form for Paper Checks

2016 NJ Employees Charitable Campaign
Rutgers Pledge Form for Paper Checks
Campaign Ends December 16, 2016

Thank you for your generosity and support! Your contributions make a direct impact in our local communities.
Submit a copy of this form to your area's Campaign Coordinator and keep a copy for your tax records.
If no coordinator has been assigned to your area, please send to Key Schechter, 101 Somerset St, Room 305, CAC.

Last Name  First Name  Middle Initial  Work Phone
Department Name  Email

Select one:  Rutgers Foundation  Rutgers

One-Time contribution by paper check: Paper Check should be made payable to the NJECC and given to your coordinator with this completed pledge form. Please fill in the table below to tell us which charities you have selected to receive your contribution.

Tell us how to distribute your contribution. View the code book to select charities.
Charity Code (enter 4 digit charity code from code book)  (per charity)  Annual Contribution  Donation Minimum

<table>
<thead>
<tr>
<th>5</th>
<th>3</th>
<th>9</th>
<th>4</th>
<th>52 (example)</th>
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<tbody>
<tr>
<td>$</td>
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TOTAL GIFT = $

One-time paper check payment:
(Make paper check payable to NJECC, and submit with this completed form to your coordinator)

Total Gift:  Check number:

Information Release (Optional)
Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.
Home address:  
Personal Email address:  
In addition to my contact information, I authorize the State of New Jersey to release the amount of my pledge to the charity(ies) I designated above.

• View the charity code book found on the Office of Community Affairs website to select charities and find the charity codes.
http://ucm.rutgers.edu/about/new-jersey-employees-charitable-campaign

• Complete the Rutgers Pledge Form for Paper Checks and make checks payable to NJECC for the total amount of your gift. This form is also available on the Office of Community Affairs website.

• Pledge forms and checks should be returned to the area coordinator.
Why is the Pledge Form for Paper Checks Important?

- Paper pledge forms are only required when making a one-time donation by paper check.
- It ensures your pledge is delivered to the charities of your choice.
- It is important to ensure the report of the total donations made by Rutgers employees is accurate.
Coordinator’s Check Collection Form

2016 NJ State Employees Charitable Campaign
Campaign Ends December 16, 2016

Coordinator Check Collection Form
Return this sheet, pledge forms, and checks to Kay Schechter.

<table>
<thead>
<tr>
<th>Department/Unit/Center/Area:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator:</td>
<td>Email:</td>
</tr>
<tr>
<td></td>
<td>Phone number:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contributor's name</th>
<th>$ Paper Check Contribution</th>
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<tbody>
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Mail to: Kay Schechter, Office of Community Affairs, 101 Somerset Street, Room 305, College Avenue Campus

• Coordinators will collect paper checks and pledge forms and return them with the completed Check Collection Form to Kay Schechter.
PLEDGE OPTION 2:

PAYROLL DEDUCTION

This option is not available to Rutgers Foundation employees.
New 2-step process for payroll deduction

Overview

**Step 1:** Create your pledge by accessing the NJECC website at [www.givingmatters365.org/_njecc](http://www.givingmatters365.org/_njecc) and print out your completed pledge form to use in Step 2.

**Step 2:** Set up your payroll deduction through the Rutgers Self Service portal at my.rutgers.edu. ***

***You will need NetID+ to access this function. If you do not have NetID+, please contact your unit IT person.
Payroll Deduction – Step 1A – NJECC Website

- Go to www.givingmatters365.org/_njecc
- Register
Payroll Deduction – Step 1B – Select University

Select Rutgers University as your division
Payroll Deduction – Step 1C - Registration

- Enter your personal information to complete the registration.
- Click to completed registration
Payroll Deduction – Step 1D – Pledge Type

- Select Payroll Contribution
- Select Bi-Weekly Payroll x 26 periods
- Enter amount you wish to have deducted each payroll period
- Total will be automatically calculated

Go to next step
Payroll Deduction – Step 1E – Personal Information

- Enter SS# in the employee ID field
- Enter work phone #

Go to next step
Payroll Deduction – Step 1F - Release of Information

Select “Yes” to authorize release of your personal information to designated charities and receive confirmation for your contribution.

Go to next step
Payroll Deduction – Step 1G – Charity Selection and Allocation

- Select your charity(ies) by using the search feature.
Payroll Deduction – Step 1H – Search for Charity

Here we selected "search mode" and enter a keyword to find a charity.
Payroll Deduction – Step 11 – Select Charity

Select “Add to Pledge” for the charity of your choice

Enter total amount you wish to pledge to your charity in the box next to each charity selected

Go to next step.
Payroll Deduction – Step 1J - Questionnaire

Complete questionnaire

Go to next step.
To complete your pledge – type in your name in the signature box and click on complete this pledge.

Complete this pledge.
Payroll Deduction – Step 1L - Print Receipt

Click on print this pledge. You will need it to complete Step 2 in the Rutgers Self Service portal and as your receipt for taxes.

This is $ amount you enter is Step 2 in Rutgers Self Service portal

Keep a copy of this page for tax records
Payroll Deduction - Step 2B - Log in

Enter your NetID+ and password
Payroll Deduction - Step 2C - Employee Self Service

Select Employee Self Service tab
Payroll Deduction - Step 2D - Voluntary Deductions

Select Voluntary Deductions
Payroll Deduction - Step 2E - Add Deduction

Select Add Deduction
Payroll Deduction - Step 2F - Add Amount

Select "Combined Charities"
Select "Amount"
Enter amount from NJECC printout
Leave blank
Enter 01/01/2017
Enter 12/31/2017
CAUTION

• Check information!
• There is no way to delete a deduction once submitted
• It may only be edited
• Check the info again!
Payroll Deduction - Step 2G - Submit
Payroll Deduction - Step 2H - Deduction confirmed
Payroll Deduction - Step 2I - Voluntary Deduction

View Voluntary Deduction page

<table>
<thead>
<tr>
<th>Voluntary Deductions</th>
<th>Kathleen Schecter</th>
<th>Rutgers University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review, add or update your voluntary deductions information.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Voluntary Deductions</th>
<th>Deduction Type</th>
<th>Start Date</th>
<th>Step Date</th>
<th>Status</th>
<th>Deduction</th>
<th>Goal Amount</th>
<th>Goal Balance</th>
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</thead>
<tbody>
<tr>
<td>Combined Charities</td>
<td>01/01/2016</td>
<td>12/31/2016</td>
<td>Current</td>
<td>$2.30</td>
<td>0.00</td>
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<td></td>
</tr>
<tr>
<td>Combined Charities</td>
<td>01/01/2017</td>
<td>12/31/2017</td>
<td>Future</td>
<td>$2.30</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Payroll Deduction - Step 2J - Future voluntary deductions

Detail view of your future voluntary deductions
Payroll Deduction - Step 2K – Review and Sign Out

• Review the summary screen
• Click “Sign Out” in the upper right corner
Important Notes

• Contributors must complete **both** the NJECC online process and then the Rutgers Self Service online process for a pledge to be made to the charity of their designation and the amount deducted from their paycheck.

• The NJECC online process directs where the contribution is going.

• Rutgers Self Service online process deducts the contribution from payroll.

• Contributors must complete both Step 1 and Step 2 in order for the contribution to be finalized.
PLEDGE OPTION 3: E-CHECK

All Rutgers employees may utilize the E-Check option
E-Check Overview

- On the NJECC website, follow the steps for Payroll Deduction, except select *E-check* option.
- Complete bank information requested on the E-check page. Click GO TO NEXT STEP.
- Finish following remaining Steps 1E through 1L from NJECC payroll deduction instructions.
- No information is entered into the Rutgers Self Service portal for E-checks.
Charity Fair

- Contact Susan O’Brien at the NJECC directly to arrange a charity fair for your unit. Form in your packet.

- Smaller units can work together

- Let Kay know if you plan to hold a fair
NOTE

A listing of approved Charities can be found at http://njecc.net/wp-content/uploads/2016/07/Final-NJECC-2016-Brochure.pdf or

On the Office of Community Affairs website (http://ucm.rutgers.edu/about/nj-state-employees-charitable-campaign)
Questions?

• Contact the Office of Community Affairs
  – Kay Schechter at kays@ucm.rutgers.edu
  – 848-932-7823

• Contact the Employees Charitable Campaign
  – Susan O’Brien at sobrien@njecc.net
  – 609-477-8306