Payroll Deduction Instructions for Legacy UMDNJ Employees

• UMDNJ Legacy Employees process payroll deductions through the NJECC site directly.

• All contributions by payroll deductions must be made through the site by December 17.

• A pledge form is required for each contribution.

Step 1:
• Visit the NJECC Website

• Click on the “Register” link on the left side

Step 2:
• Fill out the form and proceed to the next step.

• Select payroll contribution and click on “Go To Next Step”.

Step 3:
• Select the option “Bi-weekly Payroll (x26 pay periods).

• Enter the amount you wish to pledge per pay period (whole numbers only).

• Select “I authorize my employer to withhold from my salary the amount indicated”.

• Click “Go To Next Step”. NOTE: To select the charities you want, a total pledge no less than $52.00 is required.

Step 4:
• Fill out your personal information.

• Be sure to include your Employee ID number (A#).

• Click “Go to Next Step”.

Step 5:
• Indicate whether you want your information to be released to the charities you select.

• Click “Go to Next Step”.

Step 6:
• Select the charities you want your contribution to be split among.

• The plus sign next to the charity indicates a drop down menu.
• To select one or more charities click on “Add To Pledge” next to the charities of your choice.

• Enter the annual dollar amount of the total you pledged for each charity. ($52 minimum per charity)

• Once you have selected the charities you want your contribution to be sent to, click “Go To Next Step”.

**Step 7:**

• Fill out the Questionnaire.

• When complete click “Go To Next Step”.

**Step 8:**

• Check your information!

• Review your allocation total.

• There is no way to delete a deduction once submitted

• Check the info again!

• Complete the Digital Signature page and click “Complete This Pledge”.

**Step 9**

• Print a pledge receipt.

• Click “Logout” in the upper right corner

• Submit Pledge Form to Coordinator of Office of Community Affairs