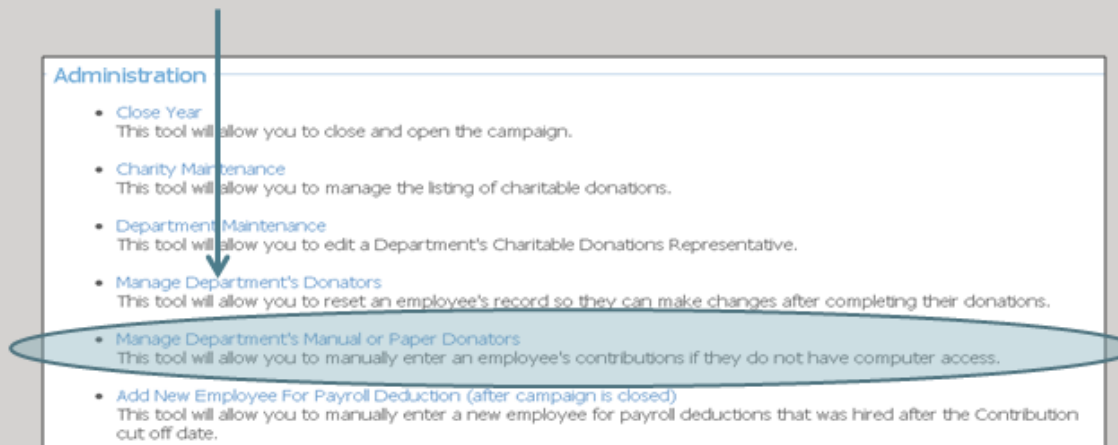


MANUALLY CHANGING AN EMPLOYEE'S RECORD

- The following steps should be followed if an employee's receipt needs to be re-printed, changes need to be made to an employee's pledge, or an employee's donation needs to be manually entered
- From the Administration section of the USECF homepage, select "Manage Department's Manual or Paper Donators"



MANUALLY CHANGING AN EMPLOYEE'S RECORD

- After entering the employee's ID number (EIN), click "Continue" to access the employee's record
- You can then select either "Payroll Deduction" or "One-Time Donation" depending on the employee's pledge type
- You will then be back to the original page where the information can be changed

utah
Utah State Employee's Charitable Fund

Pledge and Payroll Deduction - Department Donator Admin

Select the Employee

Enter the employee's EIN or the Unique Employee Number created for the employee when the donation was manually entered.
A red asterisk (*) is a required field.

*EIN or ID Number: 902154

Continue Clear Cancel



MANUALLY CHANGING AN EMPLOYEE'S RECORD

- After accessing the employee's record, scroll down to the section which shows the employee's donation(s)
- Here you can delete or add charities, edit amounts, etc.

- After making and reviewing changes, click "Submit Donation" and then click "Confirm"

- A receipt can then be printed

Charitable Agency Code: Click on the "Search" button for the charity code.

When Finished: Click on the "Submit Donation" button.

A red asterisk (*) indicates a required field.

*Charitable Agency Code: Search *Annual Amount: \$ Add Entry

	Charitable Agency Code	Charitable Agency	Annual Donation Amount*	Deduction Per Paycheck*	
EDIT	7005	Big Brothers - Big Sisters of Utah, Inc.	\$2.60	\$0.10	DELETE
EDIT	1041	Shriners Hospital for Children (www.shrinershospital.org)	\$2.60	\$0.10	DELETE
*Total Payroll Deductions:				\$0.20	
Total Donations:			\$5.20		

By pressing the "Submit Donation" button, I authorize my employer to deduct the amount shown under contributions per pay period. The amount will be deducted from my paycheck beginning the first pay period in January 2012 and ending the last pay period in December 2012. All amounts will be distributed via the Utah State Employee's Charitable Fund.

*Due to some rounding errors the exact amount will be calculated and displayed once you add your entry.

Submit Donation Clear Cancel

