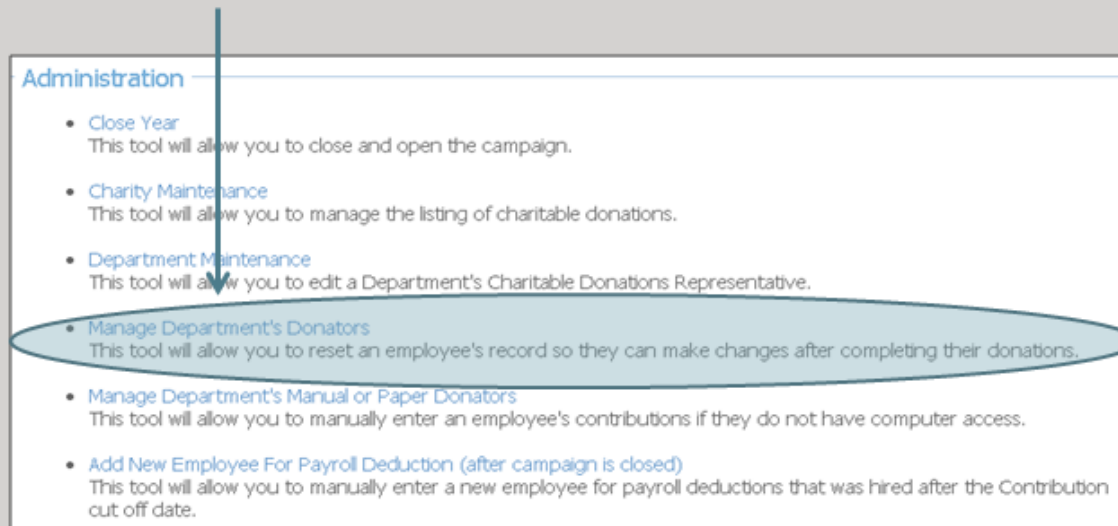


RESETTING AN EMPLOYEE'S RECORD

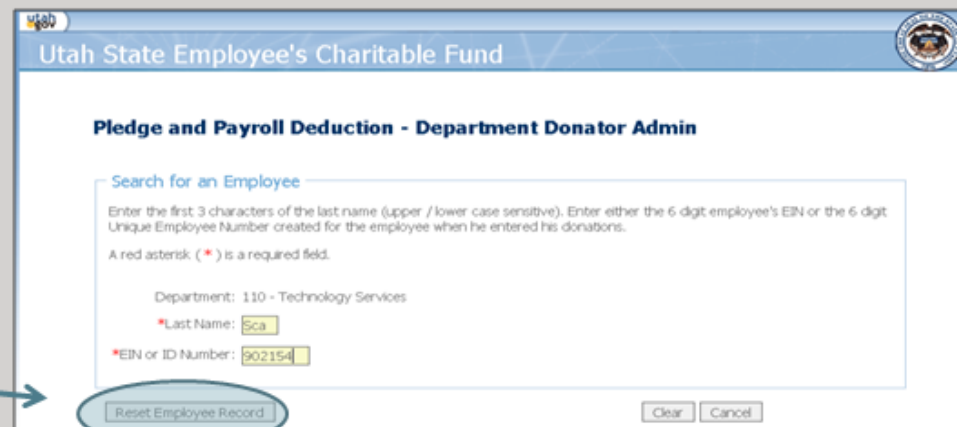
- The following process should be used when changes need to be made to an employee's pledge and when a receipt needs to be printed
- From the Administration section of the USECF homepage, select "Manage Department's Donators"



RESETTING AN EMPLOYEE'S RECORD

- Next, enter the first three letters of the last name of the employee
 - Remember that the first letter must be capitalized

- Enter the employee's ID number (EIN)
- Click “Reset Employee Record”



The screenshot shows a web application window titled "Utah State Employee's Charitable Fund". The page content includes a header "Pledge and Payroll Deduction - Department Donator Admin" and a search section titled "Search for an Employee". The search instructions state: "Enter the first 3 characters of the last name (upper / lower case sensitive). Enter either the 6 digit employee's EIN or the 6 digit Unique Employee Number created for the employee when he entered his donations. A red asterisk (*) is a required field." Below the instructions, the form shows "Department: 110 - Technology Services", "*Last Name: Sca", and "*EIN or ID Number: 902154". At the bottom of the form, there is a "Reset Employee Record" button, which is circled in red. To the right of this button are "Clear" and "Cancel" buttons. A blue arrow points from the text "Click 'Reset Employee Record'" to the circled button.

- You will then receive confirmation that the record has been reset and changes can be made

