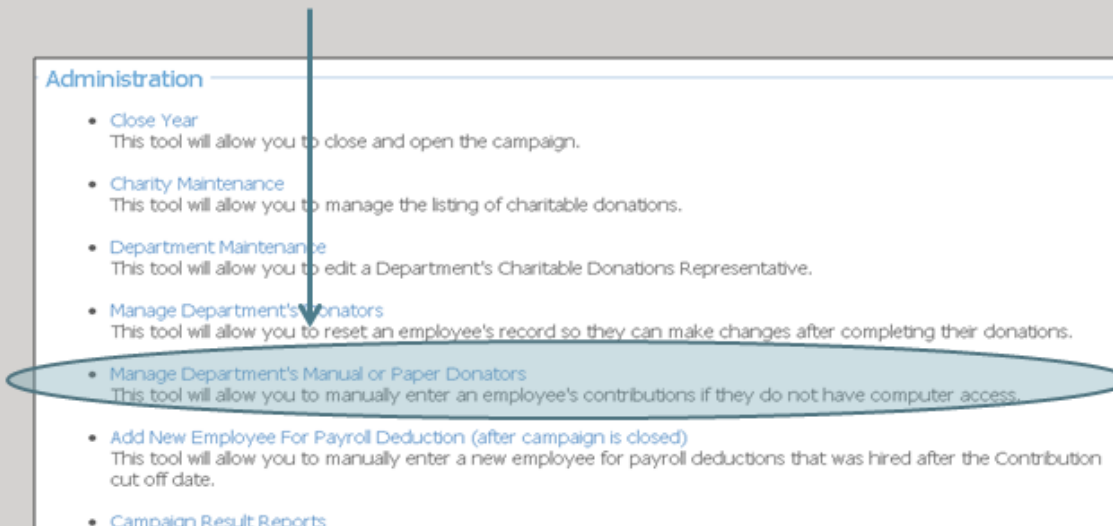


RESOLVING INCOMPLETE DONATIONS

- After reviewing the “Incomplete Contributor Donation” report, it is important to resolve incomplete donations timely
- To resolve incomplete donations, click on the “Manage Department’s Manual or Paper Donators” from the Administration section of the USECF homepage



RESOLVING INCOMPLETE DONATIONS

- Department coordinators can manually delete or confirm employees' pledges
- After selecting "Manage Department's Manual or Paper Donators" from the administration tab, enter the employee ID number (EIN) and click "Continue"
- The completed pledge can then be entered directly into the employee's record

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

When Finished: Click on the "Submit Donator" 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	\$0.00 DELETE
EDIT 1041	Shriners Hospital for Children (www.shriners-hospitals.org)	\$2.60	\$0.00 DELETE
*Total Payroll Deductions			\$0.20
Total Donations:		\$5.20	

By pressing the "Submit Donator" 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 Donator Clear Cancel

