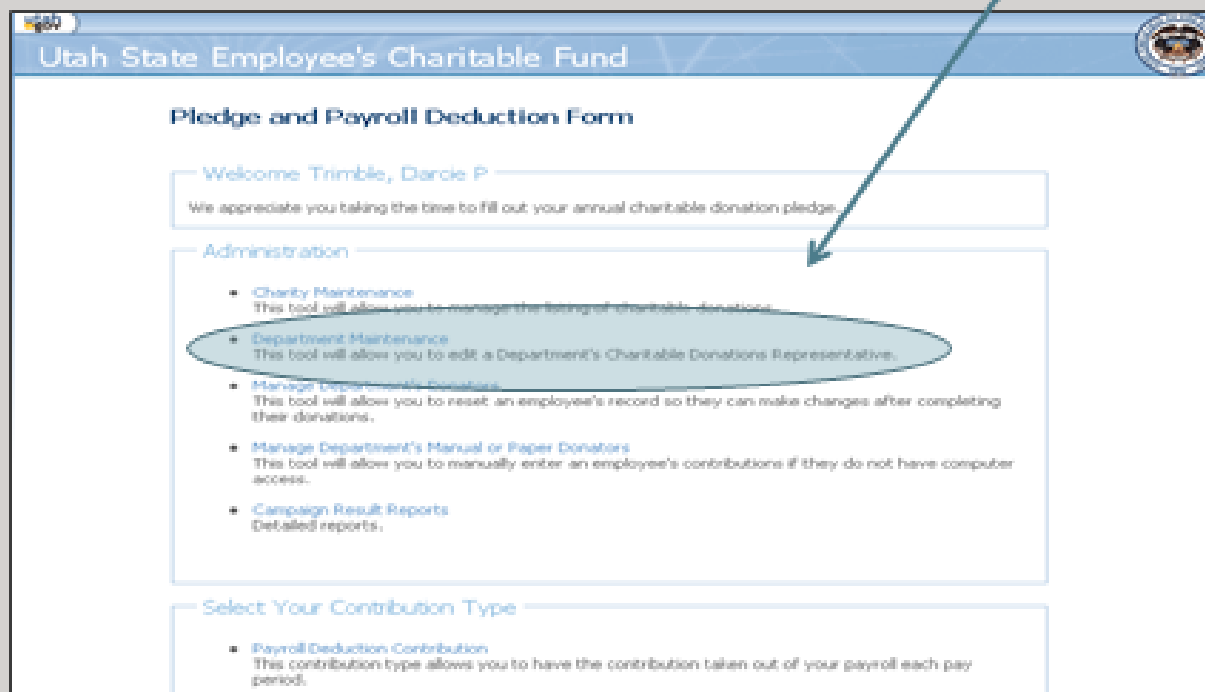


SETTING YOURSELF UP AS DEPARTMENT COORDINATOR

- When you log in on the day before the campaign begins (September 30, 2014), you will see the following screen, where you will select “Department Maintenance” to update your information and set yourself as coordinator



Utah State Employee's Charitable Fund

Pledge and Payroll Deduction Form

Welcome Trimble, Darcie P

We appreciate you taking the time to fill out your annual charitable donation pledge.

Administration

- **Charity Maintenance**
This tool will allow you to manage the listing of charitable donations.
- **Department Maintenance**
This tool will allow you to edit a Department's Charitable Donations Representative.
- **Manage Department's Donations**
This tool will allow you to reset an employee's record so they can make changes after completing their donations.
- **Manage Department's Manual or Paper Donations**
This tool will allow you to manually enter an employee's contributions if they do not have computer access.
- **Campaign Result Reports**
Detailed reports.

Select Your Contribution Type

- **Payroll Deduction Contribution**
This contribution type allows you to have the contribution taken out of your payroll each pay period.



SETTING YOURSELF UP AS DEPARTMENT COORDINATOR

- To set yourself up as department coordinator, complete the following steps:

- Enter your name, e-mail, and phone number in the appropriate boxes

- Click "Submit"

Utah State Employee's Charitable Fund

Pledge and Payroll Deduction Admin

Department Contact Maintenance

Below is the current Charitable Funds Donation representative for your department. Please make any changes necessary to the form and click on the "Submit" button.

A red asterisk (*) indicates a required field.

Department: 110 - Department of Technology Services

*Last, First Name:

*Email:

*Phone Number:

- This will save your information as the department contact for your agency

