



SDPBC United Way Contributions

School employees participating in the United Way campaign have three payment options this year:

1. Make a pledge and sign up for Payroll Deduction in PeopleSoft.
2. Make a one-time payment online using a bank debit card or credit card.
3. Make a one-time payment by submitting a cash or check to the school's front office.

To make a pledge or one-time payment electronically using PeopleSoft HCM employees may navigate to **Self Service > Payroll and Compensation > United Way Pledge**. A step-by-step job aid for completing this process is available on the District's website by accessing the United Way Campaign page at

http://www.palmbeachschools.org/accounting/documents/ePay_Job_Aid_UnitedWayPledge.pdf.

The third payment option above requires schools to collect funds and hold them in trust until the United Way campaign ends on November 18, 2011. At that time, all funds held in trust will be transmitted to the District. To account for the cash and checks collected on campus, please use the following procedures:

- The School Treasurer will set up a trust account in the 6-0900.00 Charitable Fundraising Events numbering series titled UNITED WAY CAMPAIGN.
- As contributions are made, the principal or designee will complete a Monies Collected Report (PBSD 0180) listing each employee name, check number (if paid by check) and contribution amount.
- Funds will be deposited daily using the standard cash handling procedures for funds collected on school campuses.
- Set up a file with copies of the Monies Collected Reports showing the names and amounts of the one-time cash contributions.
- At the end of the campaign on November 18th, close the trust account by issuing a school check payable to the School District of Palm Beach County for the total that was collected from employees.
- Submit the school check and a Remittance Transmittal form (PBSD 0150) to Accounting using the OTHER REVENUE section of the form. Specify UNITED WAY CAMPAIGN as the description on the transmittal form. Attach the Monies Collected Report copies to the transmittal form.

Employees have asked for the ability to make online payments for many years, so please make sure they are aware of the new online contribution option that is available for year's campaign.