



## SDPBC Employee Contribution Campaign Frequently Asked Questions (FAQs)

1. Are there written instructions for the new PeopleSoft employee contribution system?

**Answer:** Yes, we have created a PeopleSoft job aid that guides you through the steps of the new electronic contribution system. We have it saved in various locations for you to view and/or print. Click here:

[http://www.palmbeachschools.org/unitedway/documents/ePay\\_Job\\_Aid\\_UnitedWayPledge2.pdf](http://www.palmbeachschools.org/unitedway/documents/ePay_Job_Aid_UnitedWayPledge2.pdf)

A one-time donation can be made using a credit card or debit card by logging on to the United Way web site: <https://donor.united-way.org/Default.aspx?campaign=SDPBC2011&username=SDPBC2&password=SDPBC123&action=login>

You can also log on to United Way's Give Now and give a one-time donation via check at: <https://www.unitedwaypbc.org/index.cfm?fuseaction=donate.form&>

2. I would like my contribution to go to an organization that is not listed on the agency code (drop-down menu). How can I do this?

**Answer:** You may only add the name and address of an organization, if they are an active 501 (c)(3) non-profit organization as recognized by the Internal Revenue Service. The United Way of Palm Beach County will collect your contribution and send it to your chosen organization. In PeopleSoft, simply open the "Agency Code" drop down menu and scroll to the bottom of the list. The agency list is quite long and you will need to go the "last" page to view the complete list of agencies. Make sure you go to the bottom of the "last" page. Select "UWO - United Way Other" and an empty field will open where you can type in the **name and address** of the organization you wish to contribute.

3. Last year I contributed to the United Way of Palm Beach County via payroll deduction. However, this year I would like to make a one-time contribution and discontinue my payroll deduction from last year. How can I discontinue my current payroll deduction and make a one-time contribution using a credit card, debit card, or electronic check?

**Answer:** This is a two step process. First, discontinue your current payroll contribution by clicking on the radio button \$0 (amount zero) and then click "submit." Next, click on the web link to the United Way of Palm Beach County, located in the large box in the center of the screen ("*click here to make a one-time donation to United Way*"). This will take you to the United Way of Palm Beach County's website, where you can make a one-time contribution using a debit card, credit card, or electronic check. All transaction fees are paid by the United Way of Palm Beach County.

4. I would like to donate cash. What is the procedure for cash/coin donations?

**Answer:** We are attempting to minimize the handling of cash. We encourage you to donate via payroll deduction using PeopleSoft and selecting option #1 or by using a cashless one-time donation through the United Way link using PeopleSoft and selecting option #2 ( credit card, debit card, or electronic check). However, if your school would like to host a fund raising event or will collect coins using the coin cans, you may donate cash into the 10" X 13" large, white United Way "Report Envelope." Each school/department has one of these "Report Envelopes." These envelopes will be collected at the November A&S meeting.

5. I successfully completed making my United Way payroll deduction using the new PeopleSoft system. However, several days later, I wanted to change my payroll deduction amount or cancel my deduction altogether. How can I make changes?

**Answer:** During the campaign period (October 31, 2011 through November 18, 2011), you can make as many changes as you like or you can cancel your pledge (by selecting the \$0 amount zero radio button). Simply, logon to the PeopleSoft system, as if you were making a pledge for the first time. Make the changes and hit the "submit" button. The PeopleSoft system will overwrite your previous pledge selection and save the last change you made. Keep in mind that when the campaign ends on November 18, 2011, your last change will be the one that is deducted from you payroll check. If you still need to make a change **after** the campaign has ended, you will need to call the Payroll department at (561) 434-8944 Px48944 or email [Epaygroup@palmbeachschools.org](mailto:Epaygroup@palmbeachschools.org) for assistance.

6. I am contributing to this year's United Way campaign using the automatic payroll deduction (option #1). What date will the new payroll deductions begin?

**Answer:** Your payroll deductions will begin January 2012 (first paycheck of the new year).

7. Last year I did not contribute to the United Way of Palm Beach County through my payroll deduction. This year I do not want to contribute either. I attempted to click on the box that says “keep my deduction the same” (\$0.0), but it is not working. How do I select \$0 and ensure that I do not contribute to the campaign this year?

**Answer:** There are “radio buttons” on your screen. Click on the radio button on the far right \$ 0 (amount zero), then click on the submit button on the bottom.

8. How can I print a receipt of my United Way contribution?

**Answer:** You can make a screen print of your contribution or you can simply go to “view paycheck” in PeopleSoft. Your United Way contribution is listed on your electronic pay stub in the “after tax deduction” section.

9. Where can I find ideas for a school fund-raising activity?

**Answer:** Go to the School District United Way website <http://www.palmbeachschools.org/unitedway/Index.asp>. Then view the “resources” section located on the right side of the website.

10. I still have questions and need help. Who can I contact?

**Answers:**

- If you have any questions regarding your access to **PeopleSoft** or navigation, please contact the **I.T. Service desk at (561) 242-4100 (Px44100)**.
- If you have any questions when entering your United Way **pledge information**, please **call Payroll at (561) 434-8944 (Px48944)**. Or email [Epaysgroup@palmbeachschools.org](mailto:Epaysgroup@palmbeachschools.org) for assistance.
- If you need information on how to sponsor a **school fund-raising event or other general questions**, call or email your School District United Way Co-Chairs:

**Jimmy L. Peterkin Jr., MBA**

*District Business Partnership Coordinator - Public Affairs*

<mailto:Jimmy.Peterkin@palmbeachschools.org>

or (561) 434-7323 (PX47323)

**James Davis**

*Personnel Compliance Manager- Facilities Services*

<mailto:James.Davis.3@palmbeachschools.org>

or (561) 688-7689 (PX 27689)

**Evelyn Olivera-Silva**

*Facilities Management Support Technician*

<mailto:Evelyn.OliveraSilva@palmbeachschools.org>

or (561) 434-8307

- If you would like to contact the **United Way of Palm Beach County** representative to request campaign materials/supplies (coin canisters, posters, flyers, report envelopes, or other materials), please contact Larry Miller, Vice President of Resource Development, <mailto:LarryMiller@UnitedWayPBC.org> or (561) 375-6651.