2019 Employee Charitable Giving Campaign

How to get to the Employee Charitable Giving Campaign link:

Go to the Web Info System login page: Enter DMACC ID Number and PIN

Click on “Employee” link on the Main Menu

Click on the “Employee Charitable Giving Campaign” link
Adjunct and Temporary Employees – will see the following screens:

If they click on the Credit Card link ➔ takes them to your Foundation page

To go back to Employee Self-Service need to click on the ‘Back’ Arrow to get to the screen.
**Regular Employees** – will see the following screens:

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**DMACC Foundation**

Thank you for your support of the annual **DMACC Employee Charitable Giving Campaign**. You may pledge your financial support by making a lump sum donation via cash, check or credit card, or by enrolling/renewing in the annual payroll deduction program.

**Methods of Giving:**

**Cash or check** (payable to DMACC Foundation) - please send to

**DMACC Foundation**

2006 S. Ankeny Blvd., Bldg.22

Ankeny, IA 50023

Phone: 515-994-6229

**Credit Card** - you will be redirected to a secure site to enter your information and donation amount.

**Payroll Deduction**

Payroll deductions set up during this campaign will begin with the first pay period in January, 2014 and end with the last pay period in December, 2014. New pledge forms must be completed annually.

- $50 ($50 X 24 pay periods = total annual gift of $1200)
- $35 ($35 X 24 pay periods = total annual gift of $840)
- $25 ($25 X 24 pay periods = total annual gift of $600)
- $20 ($20 X 24 pay periods = total annual gift of $480)
- $15 ($15 X 24 pay periods = total annual gift of $360)
- $10 ($10 X 24 pay periods = total annual gift of $240)
- $5 ($ 5 X 24 pay periods = total annual gift of $120)

[Other X 24 pay periods = total annual gift of $]

**Calculate**

**Total Annual Gift is:** $

I wish to designate my gift to the following funds:

Do not know your fund code? Refer to the [scholarship fund list](#).

If no funds are specified, donations will be allocated to the Area of Greatest Need.

Please divide my total gift of $ between the following funds:

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Amount</th>
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</tbody>
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Total: $0.00

☐ I want my contribution to remain anonymous.

☐ My spouse’s employer provides matching gifts. Please contact me for additional information.

☐ Please contact me about supporting DMACC in my estate planning.

For more information, contact our Foundation office at (515) 964-6229.

**Submit**

**RELEASE: 8.4**
Example 1 - If the employee decides to donate $1.00 to one Fund ‘GENER A’

(1) Type in 1 in the ‘Other’ box and hit enter or ‘Calculate’ button
(2) Type in fund code ‘GENER A’ in the Fund box.
(3) Employee has the option to click the check boxes below that we will be displayed at the bottom of the page
   - I want my contribution to remain anonymous.
   - My spouse’s employer provides matching gifts. Please contact me for additional information.
   - Please contact me about supporting DMACC in my estate planning.

(4) Must click on ‘Submit’ at the bottom of the page to continue the process.

The following page will appear after clicking on ‘Submit’

Certification

Enter you PIN to complete the submission of the Employee Giving Campaign.

Thank you for your donation! You have asked to start this benefit in the new year.

Fund: General Scholarships (GENER A)

Employee Annual Amount $ 24.00

We want to process your gift correctly, so please complete your pledge with care. You will be provided a formal statement of your tax-deductibility from the DMACC Foundation. Please contact our office at (515) 964-6229 if you have any questions.

PIN: 

(5) Must Enter your PIN to complete the process.
Example 2 - If the employee decides to donate $1.00 to two funds GENERA & STAR equally

(1) Type in 1 in the ‘Other’ box and hit enter or ‘Calculate’ button
(2) Type in fund ‘GENER A’ in the Fund Code box and ‘12’ in the Amount box
   ‘STAR’ in the Fund Code box and ‘12’ in the Amount box.
   (The total at the bottom should match the Annual Gift total)
(3) Employee has the option to click the check boxes below that we will be displayed at the bottom of the page
   - I want my contribution to remain anonymous.
   - My spouse’s employer provides matching gifts. Please contact me for additional information.
   - Please contact me about supporting DMACC in my estate planning.

(4) Must click on ‘Submit’ at the bottom of the page to continue the process.

The following page will appear after clicking on ‘Submit’

Certification

Enter your PIN to complete the submission of the Employee Giving Campaign.

Thank you for your donation!
You have asked to start this benefit in the new year.

General Scholarships (GENER A) 12.00
Rising Star (STAR) 12.00

Employee Annual Amount $ 24.00

We want to process your gift correctly, so please complete your pledge with care. You will be provided a formal statement of your tax-deductibility from the DMACC Foundation. Please contact our office at (515) 964-6229 if you have any questions.

PIN: [Field]
Submit

(5) Must Enter your PIN to complete the process.
If the employee goes back into the Employee Giving Campaign after submitting, here is what they will see:

Example 1

Thank you for your donation!
You have already submitted your contribution to:

DMACC Foundation
Fund: General Scholarships (GENERA)

Employee Annual Amount $ 24.00

For questions or adjustments, contact our Foundation office at (515) 964-6220.

RELEASE: 8.4

Example 2

Thank you for your donation!
You have already submitted your contribution to:

DMACC Foundation
General Scholarships (GENERA) 12.00
Rising Star (STAR) 12.00

Employee Annual Amount $ 24.00

For questions or adjustments, contact our Foundation office at (515) 964-6220.

RELEASE: 8.4