

10 EASY STEPS TO RUN A WORKPLACE CAMPAIGN



1

COMPANY MAKES THE
DECISION TO RUN A
UNITED WAY
WORKPLACE CAMPAIGN



2

COMPANY FACILITATES
UWO CAMPAIGN &
DISTRIBUTES PLEDGE
FORMS TO EMPLOYEES
(FALL)



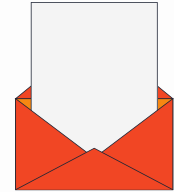
3

EMPLOYEE CAMPAIGN
MANAGER (ECM)
COLLECTS ALL PLEDGE
FORMS FROM
EMPLOYEES



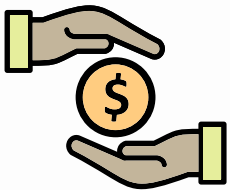
4

ECM MAKES A COPY
OF THE PAYROLL
PLEDGE FORMS AND
TURNS THEM INTO
HR/PAYROLL



5

ECM SUBMITS ALL ORIGINAL
PLEDGE FORMS OR A
SPREADSHEET WITH ALL DONOR
INFO TO UNITED WAY
(MUST BE TURNED IN BY MAR. 31)



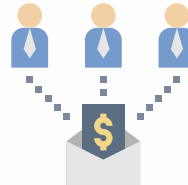
6

HR/PAYROLL
DEPARTMENT SETS UP A
UWO CONTRIBUTION
DEDUCTION ACCOUNT



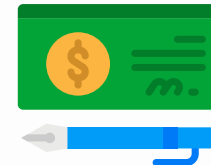
7

HR/BENEFITS STAFF
ENTERS PAYROLL PLEDGES
(DEDUCTIONS BEGIN JAN. 1
& END DEC. 31)



8

PAYROLL
DEPARTMENT
PROCESSES &
RECORDS THE
PAYROLL



9

CONTROLLER PREPARES A
CHECK FOR UNITED WAY
FROM FUNDS COLLECTED IN
UWO CONTRIBUTION
DEDUCTION ACCOUNT
(BI-WEEKLY, MONTHLY, OR
QUARTERLY)



10

UNITED WAY OZARKS
REGION RECEIVES THE
CHECK AND APPLIES IT TO
THE COMPANY'S OVERALL
EMPLOYEE PAYROLL
PLEDGES

Please note: United Way Ozarks Region does not provide tax receipts for pledges made through payroll deduction. When a company payroll deduction check is received it is applied to the Company's overall payroll pledge, not to each individual donor. The donor's W2 will show the total payroll deduction made to United Way (located in box 14-other) and can be used for tax purposes.