**How to set up a payroll deduction campagin**

Payroll deduction is the most convenient way to contribute to United Way of Central Kansas. Payroll deduction benefits employees because it allows donations to be spread throughout the year.

Payroll Deduction Set Up:

1. Forward copies of signed pledge cards, where gifts are made by payroll deduction, to your payroll department. Ensure originals are sent to United Way of Central Kansas (via the Workplace Pledge Envelope).

2. Enter pledges of all employees who authorize payroll deduction into your payroll system.

3. Begin deducting the authorized amount from the employee’s payroll on January 1 of the calendar year.

4. If your organization uses an automated payroll service, simply set up an additional deduction code. The United Way deduction code is similar to, and should be handled the same as any other deduction codes you are already using.

5. If your organization does not use an automated payroll service, simply deduct the authorized amount from your employee the way you would other deductions.

6. Typically, payroll pledges run from the beginning of January to the end of December, but exceptions can be made and facilitated if needed. For first-time campaigns, exceptions can be made by contacting United Way with the total pledge amount for each employee so we can enter pledges to cover the year involved.

7. Please be prepared to respond to any pledge or payment inquiries from United Way or its auditors.

Payroll Deduction Remittances:

1. It is your responsibility to reconcile the payroll account and remit the total amount of employee deductions for each pay period.

2. United Way of Central Kansas can set your business up to invoice monthly, quarterly, or annually. The amount invoiced will be based on your pledged amount. The amount remitted may differ from the pledged amount if an employee has left employment that was a donor.

3. New employees can be added at any time. Please make a notation on your invoice and United Way can adjust your pledged amount.

4. Remit payment, along with the invoice, to UWCK, 1125 Williams, Great Bend, KS 67530.