

Kentucky Employee Charitable Campaign Instructions for Pledging

Each year the Personnel Cabinet administers the Kentucky Employees Charitable Campaign (KECC) to all employees who receive their pay through the Commonwealth of Kentucky. (Not limited to 18A employees). The purpose of this campaign is to raise funds through a single source for a number of state approved charities. This eliminates having multiple charities soliciting for donations year round and allows employees who wish to participate, the ability to do so through payroll deduction or through a one-time cash donation.

Campaign pledging typically runs late summer through the end of the year. Pledges made for payroll deduction begin with the first pay received in January and continue through the last pay received in December. See pledging instructions provided below.

Available Pledge Instructions:

<u>Annual Campaign – Payroll Deduction Pledging</u> (Electronic-PREFERRED!)

<u>Annual Campaign - Payroll Deduction Pledging</u> (Paper- ONLY if unable to access computer/internet)

Annual Campaign – One Time Cash Donation

Annual Campaign – Payroll Deduction Pledging (Electronic)

Employees electing to donate to KECC, through payroll deduction, are encouraged to do so electronically. This is accomplished through the Kentucky Human Resource Information System (KHRIS) Employee Self-Service (ESS). Follow the steps below to make your electronic pledge to KECC:

1. Visit the Personnel Cabinet's website at https://personnel.ky.gov and click on the KHRIS Login link.



2. Log into KHRIS using your KHRIS User ID and Password.



3. Click on the KECC link.



4. The form appears.

a. PART ONE: EMPLOYEE INFORMATION

Your name, home address, and personal email (if available) are displayed. Select the box to authorize the Personnel Cabinet to release your home address and personal email address (if available) to KECC for purposes of gift acknowledgement.

		C	0	
PART Of	NE: EMPLOYEE IN	NFORMATION		
	✓ I authorize th	e Personnel Cab	net to release my home add	dress and personal email address, if available in KHRIS, to KECC for purposes of gift acknowledg
	Jane L. Doe 501 High Stre Frankfort, KY			
	JaneDoe@gn	nail.com		

b. PART TWO: PLEDGE AMOUNT

Select the amount you wish to pledge, per pay period. If the amount you wish to give is not listed, Select 'Other' and a new field will appear where you can enter a different amount. The annual amount will then automatically calculate below.

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PART TWO: PLEDGE AMOUNT							
Select the amount you wish to pledge, per pay period, through payroll deduction. The total annual gift will be calculated for you below.							
>> To complete a one-time cash donation, click here to access a printable form. <<							
Amount Per Pay Period:	\$200	O \$150	O \$100	Annual gifts within the listed ranges are recognized as follows:			
	O \$75	○ \$50	O \$25	 \$1,000-\$1,499= Cornerstone Level \$1,500-\$2,499= Touchstone Level 			
	\$15	• \$10	O \$6	• \$2,500-\$,4,999= Flagstone Level			
	\$ 3	Other		 \$5,000-\$7,499= Hearthstone Level \$7,500-\$9,999= Keystone Level \$10,000 and up= Capstone Level 			
				• \$10,000 and up- Capstone Level			
Total Annual Amo	ount (Payroll x 2	24): \$:	240.00				
☐ LEADERSHIP (☐ LEADERSHIP CIRCLE: The total amount pledged above represents a leadership gift of at least 1% of my annual salary.						

Select "Leadership Circle" if the amount pledged is at least 1% of your annual salary. Information on annual gift ranges (Cornerstone Giving) as well as the Leadership Circle is available on the KECC website at http://www.kecc.org/.

c. PART THREE: CHARITY DESIGNATION

Select the charities you wish to designate your donation to.

Options:

1. Do you want to Give to a Cause?

Selecting this option allows you to give to one or more causes rather than picking a specific charity. Based on the cause(s) you select, KECC will divide your donation evenly among the state approved charities that provide services associated with that cause.

Give to a Cause (check all that apply, pledge will be split evenly between selected options)	
✓ Give Education	Give Health
Give Family Stability	✓ Give Basic Needs

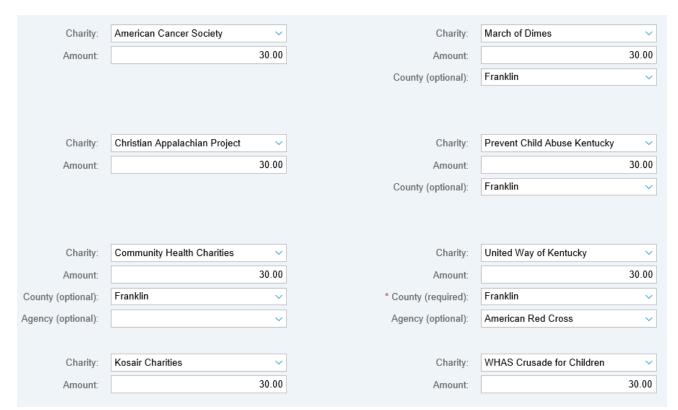
2. Do you want to Share Donation Evenly?

Selecting this option allows you to give to all charities. KECC will divide your donation evenly among the state approved charities. You'll see their names appear in the boxes when you select this option.

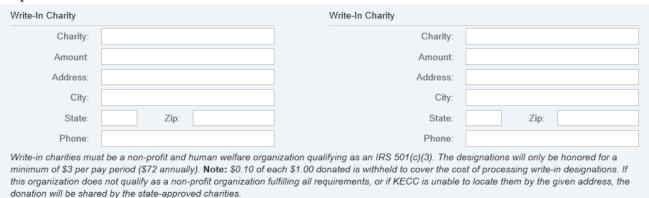
✓ Share Donation E	Share Donation Evenly				
Charity:	American Cancer Society	Charity:	March of Dimes		
Charity:	Christian Appalachian Project	Charity:	Prevent Child Abuse Kentucky		
Charity:	Community Health Charities	Charity:	United Way of Kentucky		
Charity:	Kosair Charities	Charity:	WHAS Crusade for Children		

3. Do you already know who you want to give to?

Skip the boxes described above and simply use the drop-down boxes to select the state approved charity(ies) to whom you wish to give. When selecting this option, you'll need to enter an amount to designate to each. The total combined amount must equal the *annual* amount shown in PART TWO. (Note: Selecting certain charities will also require you to select a county and/or agency.)

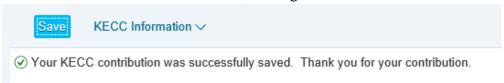


You are welcome to pledge to a combination of state approved charities and write-in charities, so if the charity you wish to give to is not listed, but is a non-profit and human welfare organization qualifying as an IRS 501(c)(3) organization, you can add that charity information in the blank "Write-in Charity" spaces at the bottom of the form.



This option also requires you to designate the amount you wish to donate to each charity. The total amount designated on this portion of the form must add up to the annual amount automatically calculated in PART TWO, based off of your per pay period amount. (Note: A minimum donation of \$3 per pay period/\$72 annually is required for write-in charities.)

d. Once you complete the form, select Save to submit your pledge. If completed correctly, you will receive the following message. If there are errors, you will receive a message informing you of the information that needs to be corrected. Once corrected, save again to submit.



Annual Campaign – Payroll Deduction Pledging (Paper)

Employees electing to donate to KECC through payroll deduction, but are unable to access the electronic pledge form, should complete the paper pledge form. If this is not provided to you as a carbon-copy form, a link to this printable form is available on the Personnel Cabinet website at https://personnel.ky.gov under Resources/Giving Back. Follow the steps below to make your pledge to KECC:

1. PART ONE: EMPLOYEE INFORMATION

Enter the following information into PART ONE of the form, as described below.

Name: Your full name as it appears on your personnel file and in KHRIS.

PERNR #: Your personnel number (or you can enter your Employee ID- which is used to log

into KHRIS ESS).

Organization #: Five-digit agency code. Agency HR staff can provide this number if not already

known.

Work County Name: Name of the county you work in.

Cabinet/Department

Division Name: Name of your cabinet or agency.

Work Street Address: Your work address.

Work Email: Your work email address, if available.

Work Phone: Your work phone number, in case HR or KECC needs to make contact regarding

contribution.

Home Street Address: Your home address.

Home Email: Your personal email address, if available.

Employee Signature: Your signature - required as authorization to deduct contribution from each

payroll during campaign year.

Release: If you'd like KECC to share your contact information with the charity(ies) you've

selected, check the last box.



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2. PART TWO: PLEDGE AMOUNT

Enter the following information into PART TWO of the form, as described below.

Pledge Amount: Under the Payroll Deduction box select the amount to be deducted from each

payroll or write in a different amount. Next multiply that 'per payroll' amount by

24 (# of pay days per year) to get the amount of the annual gift.

Leadership Circle: If the amount you are contributing is at least 1% of your annual salary, please

check this box.

PART TWO: PLEDGE	AMOUNT YES! I wai	nt to help people in need through	out Kentucky!
	Payroll Deduction		One-Time Cash / Check
<i>-</i>	Amount Per Pay Period:	Calculate Total Annual Gift	
\$200 \$150 \$100 \$75 \$50 \$50 \$25	Other amount per pay period \$	Payroll x 24 = \$ 240	□ CASH \$
\$15 🖸 \$10 🔘 \$6 🔘 \$3		T dyloli X 24 - \$\frac{1}{2} \frac{1}{2}	CASH \$
☐ LEADERSHIP C	RCLE: The total amount pledged above	ve represents a leadership gift of at least 19	6 of my annual salary.

3. PART THREE: CHARITY DESIGNATION

Enter the following information into PART THREE of the form, as described below.

Charity Designation:

- -If you want your contribution to only go to specific state-approved charities, check the first box and then fill in the amount(s) to be given to the charities of your choice. Be sure that the combined amounts to each charity (if split between two or more) total your annual payroll deduction amount. Additional blank boxes are available in this section if you wish to give to a different county and/or agency within a federation already designated above. Note that the maximum number of designations (for federations) allowed is eight.
- -To share your contribution among all state-approved charities, select the second box. Be sure to write in the county you wish for your gift to go to for each charity that includes a county field.
- -To share your contribution to a non state-approved charity (must still qualify as an IRS 501(c)(3) check the third box and complete the fields for their address, the amount, and their phone number. Please be advised that if the organization does not qualify or the information provided is incorrect and KECC is unable to locate them, your contribution will be shared between the state-approved charities. In addition, a minimum donation is required.

American Cancer Society		March of Dimes
Amount: \$ 100		Amount: \$ County (optional):
0		County (optional):
Christian Appalachian Project Amount: \$		Prevent Child Abuse Kentucky
Amount: \$		
Community Health Charities		Amount: \$ County (optional): For etter
		County (optional).
County (optional):		United Way of Kentucky
Agency (optional):		Amount: \$ 50
		County (required):
Kosair Charities		Agency (optional):
Amount: \$		
		WHAS Crusade for Children
Tosu	inport one of the above tederations in more	Amount: \$
Charity Present Chi	pport one of the above teclerations in more	Amount: \$
Charity Amount: \$ County (optional): Agency (optional):	Id Abuse Kent	Amount: \$ e than one county or agency, please specify in the "Charity" lines below. Charity Amount: \$ County (optional):
Charity Amount: \$ County (optional): Agency (optional): OPTIONAL: I want my donation	Id Abuse Kent	Amount: \$ e than one county or agency, please specify in the "Charity" lines below. Charity Amount: \$ County (optional): Agency (optional): The incharities. [Must be a non-profit and human welfare organization qualifying as an IRS 501(c)).
Charity Amount: \$ County (optional): Agency (optional): OPTIONAL: I want my donation of the county of the county optional of the county of th	on to be sent to the following write	Amount: \$ e than one country or agency, please specify in the "Charity" lines below. Charity Amount: \$ County (optional): Agency (optional): re-in charities. [Must be a non-profit and human welfare organization qualifying as an IRS 501(c)(

4. Once you complete the form, provide it to your KECC coordinator for processing.

Annual Campaign - One-Time Cash Donations

Employees electing to donate to KECC, through a one-time cash donation, should complete the paper pledge form as described above.

On PART TWO, check the box under One-Time Cash/Check donation and enter the amount.

PART TWO: PLEDGE	AMOUNT YES! I want t	o help people in need through	out Kentucky!
	Payroll Deduction		One-Time Cash / Check
	Amount Per Pay Period:	Calculate Total Annual Gift	
\$200 \$150 \$100 \$75 \$50 \$55 \$15 \$10 \$6 \$3	Other amount per pay period \$	Payroll x 24 = \$	FCASH \$ 240
LEADERSHIP C	IRCLE: The total amount pledged above re	epresents a leadership gift of at least 1	% of my annual salary.

Once you complete the form, provide it and the donation to your KECC coordinator for processing.