

Human Resource Letter No. 11-16
United Way
September 22, 2011

As mentioned in the Agency Wide Meeting this morning, the United Way fundraising campaign has begun and will end on October 7, 2011. You can choose to donate through payroll deduction or by making a one-time payment. You decide how much to donate and which charities you wish to support within your community. The method of making a donation through payroll deduction has changed this year. The United Way is using the MySCEmployee portal to make all payroll deduction donations. Follow the steps listed below to make a new payroll deduction or to change a current deduction.

- Log onto MYSCEmployee
- Click the Employee Self-Service Tab
- Click My Pay
- Choose Voluntary Deductions (Recurring)
- For first time deductions, click New
 - Click the down arrow by deduction type and choose United Way Assoc of SC
 - Enter the deduction amount per pay period
 - Click Save

All deductions entered into the system will be donated to the county listed as your residence within MYSCEmployee. Please let me know if you would like to designate a specific charity you wish to receive your donation. Also, I have forms in my office if you would prefer to give a one-time donation.

Please contact me if you have questions.

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