

Human Resource Letter No. 13-08
United Way

The United Way fundraising campaign materials have arrived. Our campaign will begin today and end October 11, 2013. 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 United Way is again using the MySCEmployee portal to make all payroll deduction donations. Follow the steps listed below to make a new payroll deduction or change a current deduction.

- Log onto MySCEmployee
- Click the Employee Self-Service Tab
- Click My Pay
- Choose Voluntary Deductions (Recurring or Add New)
- 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
- To change a previous deduction, select 2200-United Way Assoc of SC from the deduction type list and click Edit
 - Change the amount of the deduction
 - 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.

I will be distributing pledge cards and United Way 2-1-1 flyers. Please contact me should you have any questions.

Cathy Floyd, SPHR
SC Workers' Compensation Commission
Human Resources
1333 Main Street, Suite 500
Post Office Box 1715
Columbia, SC 29202-1715
Office: 803-737-5671
Fax: 803-737-5715
www.wcc.sc.gov