

# NYC GIVES AGENCY LIAISON FAQs

**1. What are the responsibilities of an NYC Gives Agency Liaison?**

An NYC Gives Agency Liaison is responsible for conducting the following activities at their agency:

- Liaise with DCAS NYC Gives program administrators on all questions related to the NYC Gives program;
- Disseminate information from DCAS NYC Gives Program Administrators to your agency's employees;
- Coordinate with their agency's employees to reassign contributions when charities have ceased participation;
- Coordinate with their agency's payroll department to update employee contributions in the Payroll Management System (PMS); and
- Promote the campaign at their agency to include creating promotional materials, events, etc.

**2. How do I initiate, cancel, change or switch an employee's NYC Gives contribution in PMS?**

Consult your NYC Gives Agency Liaison Guide or contact your agency's Payroll Department.

**3. How do I change an employee's NYC Gives contribution from a charity that is no longer participating to the NYC Gives General Fund?**

Consult your NYC Gives Agency Liaison Guide or contact your agency's Payroll Department.

**4. What deduction codes should be used in PMS for employee contributions to NYC Gives?**

Please be advised that deduction codes used by agencies for electing employee charitable contributions as part of the NYC Gives Campaign (*previously known as the Combined Municipal Campaign*) were renamed as follows:

| Deduction Code | Description     |
|----------------|-----------------|
| 7570           | NYC Gives – 1st |
| 7571           | NYC Gives – 2nd |
| 7572           | NYC Gives – 3rd |
| 7573           | NYC Gives – 4th |
| 7574           | NYC Gives – 5th |

Agencies are reminded to use only the above listed deduction codes for the NYC Gives Charitable Campaign.

Any new, changes or cancellations of employees' enrollments need to be processed using the PMS Business Event Screen 25 (Miscellaneous Goal Deductions).

If you have any questions, please contact OPA's Citywide User Support Unit by opening a Remedy Helpdesk ticket.

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**5. Which City agencies are participating in the 2016 NYC Gives charitable giving campaign?**

There are seventy-five (75) agencies participating. Please see the list below:

| Agency Payroll Code | Agency Name   |
|---------------------|---|
| 2                   | Office of the Mayor   |
| 3                   | Board of Elections  |
| 4                   | Campaign Finance Board  |
| 8                   | Office of the Actuary   |
| 9                   | NYC Employees Retirement System                                   |
| 10                  | Borough President - Manhattan                                     |
| 11                  | Borough President - Bronx   |
| 12                  | Borough President - Brooklyn                                      |
| 13                  | Borough President - Queens  |
| 14                  | Borough President - Staten Island                                 |
| 15                  | Office of the Comptroller   |
| 17                  | Office of Emergency Management                                    |
| 19                  | Office of Management and Budget                                   |
| 185                 | Office of Management and Budget/Municipal Water Finance Authority |
| 21                  | Tax Commission  |
| 25                  | Law Department  |
| 30                  | Department of City Planning                                       |
| 32                  | Department of Investigation                                       |
| 41                  | Teachers Retirement System  |
| 54                  | Civilian Complaint Review Board                                   |
| 56                  | Police Department   |
| 57                  | Fire Department   |
| 67                  | Administration for Children's Services                            |
| 69                  | Human Resources Administration                                    |
| 71                  | Department of Homeless Services                                   |
| 72                  | Department of Correction  |
| 73                  | Board of Corrections  |
| 101                 | Public Advocate   |
| 102                 | City Council  |
| 103                 | City Clerk  |
| 125                 | Department for the Aging  |
| 126                 | Cultural Affairs  |
| 127                 | Financial Information Services Agency                             |
| 131                 | Office of Payroll Administration                                  |
| 132                 | Independent Budget Office   |
| 133                 | Equal Employment Practice Commission                              |
| 134                 | Civil Service Commission  |

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|---------------------|---|
| 136                 | Landmarks Preservation Commission                         |
| 156                 | Taxi & Limousine Commission                               |
| 214                 | Office of Labor Relations                                 |
| 226                 | Human Rights Commission                                   |
| 256                 | NYC Police Pension Fund                                   |
| 261                 | Department of Youth and Community Development             |
| 312                 | Conflicts of Interest Board                               |
| 313                 | Office of Collective Bargaining                           |
| 740                 | Department of Education (Non-Pedagogical)                 |
| 781                 | Department of Probation                                   |
| 801                 | Department of Small Business Services                     |
| 806                 | Housing Preservation and Development                      |
| 810                 | Department of Buildings                                   |
| 816                 | Department of Health and Mental Hygiene                   |
| 820                 | Office of Administrative Trials and Hearings              |
| 826                 | Department of Environmental Protection                    |
| 827                 | Department of Sanitation                                  |
| 831                 | Business Integrity Commission                             |
| 836                 | Department of Finance                                     |
| 841                 | Department of Transportation                              |
| 846                 | Department of Parks & Recreation                          |
| 850                 | Department of Design and Construction                     |
| 858                 | Department of Information Technology & Telecommunications |
| 860                 | Department of Record and Information Services             |
| 866                 | Consumer Affairs  |
| 868                 | Department of Citywide Administrative Services            |
| 901                 | District Attorney Manhattan                               |
| 902                 | District Attorney Bronx                                   |
| 903                 | District Attorney Kings County                            |
| 904                 | District Attorney Queens County                           |
| 905                 | District Attorney Richmond County                         |
| 906                 | District Attorney Special Narcotics                       |
| 941                 | Public Administrator Manhattan                            |
| 942                 | Public Administrator Bronx                                |
| 943                 | Public Administrator Kings                                |
| 944                 | Public Administrator Queens                               |
| 945                 | Public Administrator Richmond                             |
| 996                 | NYC Housing Authority                                     |

**6. Which agencies are not participating in the 2016 NYC Gives charitable giving campaign?**

The following agencies are not participating in the NYC Gives campaign.

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| Agency Payroll Code | Agency Name                          |
|---------------------|--------------------------------------|
| 068                 | Health & Hospitals Corporation       |
| 462-470             | Community Colleges                   |
| 202 and 742-747     | DOE                                  |
| 993                 | Triborough Bridge & Tunnel Authority |
| 997                 | City University of New York          |
| 998                 | New York City Transit                |
| 999                 | School Construction Authority        |

**7. What is the legal foundation of NYC Gives?**

NYS Municipal Law, Section 93-b(2) authorizes the appropriate disbursing or fiscal officer of any municipality to deduct from the salary of any employee such amount as the employee may specify in writing for contributions to a federated community campaign for health, welfare and recreational purposes on behalf of the employee. NYC Gives is such a campaign. Campaign rules are codified in Chapter 12 of Title 55 (DCAS Provisions) of the Rules of the City of New York.

**8. How do I print the NYC Gives promotional brochure?**

Go to File → Print → Settings and select the option to flip the paper on the short edge.

**9. Are there any other promotional materials available to me?**

Continue to visit NYC Gives for updated promotional materials. You can also create your own for use at your agency.

**10. What should I do if an employee at my agency requests that I post a flyer about a special fundraising drive or event that their charity is conducting?**

Please have the employee forward the charity special fundraising drive and/or event information directly to the Department of Citywide Administrative Services (DCAS). The employee may contact DCAS directly at [NYCGives@dcas.nyc.gov](mailto:NYCGives@dcas.nyc.gov).