

NYC GIVES EMPLOYEE FAQs (Rev. 8/12/2016)

1. **What is NYC Gives?**

NYC Gives (*formerly known as the Combined Municipal Campaign*) provides City employees with the opportunity to donate to qualified non-profit charitable organizations through convenient payroll deductions. Centralizing charitable contributions under one umbrella:

- Eliminates multiple solicitations of City employees and its adverse effect on agency operations;
- Establishes a uniform policy for charitable fund-raising efforts;
- Reduces the administrative costs of these efforts;
- Encourages the generosity of City employees;
- Discourages coercion; and
- Permits all qualified organizations to participate in the campaign (health care, literacy instruction, drug counseling, vocational training, AIDS prevention, and emergency relief are a few of the services that are supported by NYC Gives).

2. **When was NYC Gives established?**

The Combined Municipal Campaign was established in 1982 and was rebranded as NYC Gives in 2013.

3. **Who administers and manages the NYC Gives campaign?**

The Department of Citywide Administrative Services (DCAS) manages NYC Gives in collaboration with the Office of Payroll Administration (OPA). DCAS is responsible for selecting and overseeing a fiscal agent for the campaign who is responsible for the timely and accurate receipt and distribution of employee payroll deductions to their selected charity(ies). This fiscal agent is EarthShare. Separately, DCAS works with an outside auditing firm (Nawrocki Smith LLP) to perform an annual audit of all fiscal activities.

4. **What percentage of my contribution goes to EarthShare's administrative overhead costs?**

Approximately 3-4% of employee contributions go towards EarthShare's administrative costs in coordinating the campaign.

5. **When does open enrollment for employees normally occur?**

Annually every summer and is announced by DCAS.

6. **How can I enroll in NYC Gives and select my charities?**

Follow the simple steps outlined below to enroll in NYC Gives:

- Go to the '*For City Employees*' section of the [NYC Gives](http://www.nyc.gov/html/dcas/html/employees/nycgives.shtml) website at www.nyc.gov/html/dcas/html/employees/nycgives.shtml to access the links to the pledge form and the online searchable charity listing.
- Select up to five charities OR designate your gift to the General Fund by entering charity code 10100 on your pledge form.
- Complete the paper pledge form, print and sign it.
- Return the completed pledge form to your NYC Gives agency liaison and keep a copy for your records.
- Your NYC Gives agency liaison will coordinate with your agency's payroll department to implement the deductions.

NYC GIVES EMPLOYEE FAQs (Rev. 8/12/2016)

7. What is the NYC Gives General Fund?

The NYC Gives General Fund (code 10100) serves a two-fold purpose. It was created:

- (1) To enable employees to contribute to all participating charities and have their contribution equally distributed to all participating charities; and
- (2) To hold employee contributions when charities are no longer participating in NYC Gives. EarthShare then distributes these funds equally to all actively participating charities.

8. Are employees able to make a one-time donation via NYC Gives?

No. Currently, there is no procedure for a one-time NYC Gives deduction due to the manual administrative process required to process one-time deductions. We are working to enable employees to enroll into NYC Gives via Employee Self-Service, where they will also have the ability to modify or cancel your contribution on their own terms.

9. Are employees allowed to contribute outside of their pay schedule (i.e., weekly, bi-weekly, or semi-monthly)?

No. Employee deductions are tied to the employee's pay schedule.

10. How and when will my payroll deductions begin?

Your payroll deductions will begin in the next payroll period following the processing of your enrollment.

11. Can I enroll, cancel, or modify my deductions at any time?

Yes. To enroll, cancel, or modify your deductions, please contact your agency's NYC Gives liaison who will coordinate with your agency's payroll department. To find your agency liaison, visit the 'For City Employees' section of the [NYC Gives](http://www.nyc.gov/html/dcas/html/employees/nycgives.shtml) web page at www.nyc.gov/html/dcas/html/employees/nycgives.shtml.

12. What happens if I transfer to another City agency?

Your NYC Gives deductions will be automatically discontinued when you transfer to another agency and you will need to re-enroll. To confirm, check your deductions via the 'Deduction Inquiry' page in Employee Self-Service (ESS) at www.nyc.gov/ess.

13. What happens to my deductions if I retire or leave City service?

Your contributions will be automatically discontinued when you retire or leave City service.

14. What happens to my contribution if the charity stops participating in NYC Gives?

Your NYC Gives agency liaison will inform you and your contribution will be automatically directed to the NYC Gives General Fund. To cancel, or modify your NYC Gives General Fund deduction, please contact your agency's NYC Gives liaison who will coordinate with your agency's payroll department. To find your agency liaison, visit the 'For City Employees' section of the NYC Gives web page at www.nyc.gov/html/dcas/html/employees/nycgives.shtml.

15. Are my contributions to the NYC Gives campaign tax deductible?

Charitable contributions may be deductible if you itemize your federal tax return. For more information visit the [IRS website](https://www.irs.gov/credits-deductions/individuals/deducting-charitable-contributions) at <https://www.irs.gov/credits-deductions/individuals/deducting-charitable-contributions>.

NYC GIVES EMPLOYEE FAQs (Rev. 8/12/2016)

16. Will my contributions to the NYC Gives campaign be deducted from pre-tax or post-tax dollars?

Contributions are deducted on a post-tax basis.

17. How does my contribution get to the charities?

All charitable deductions recorded in the Payroll Management System (PMS) are transferred to EarthShare who then distributes the funds to the designated charities.

18. How do I know that my donation was received by the charity?

Acknowledgement of your contribution by the charity is our future goal. For now, you should retain a copy of your pledge form, as well as your pay statements as a receipt for your pledge. Your pledge form displays the code(s) of the organizations you've selected to support and the amount of your designated contribution per pay period.

19. Will my gift be used to support political work?

No. Charity eligibility guidelines prohibit this, and federal law requires that benefiting member charities not engage in political activity as it applies to 501(c) (3) charities. Though these organizations may engage in public advocacy work, they must raise other funds to support political work.

20. I don't see my charity listed. How can I get my charity to be part of the NYC Gives campaign?

Direct the charity to the 'For Charitable Organizations' section of the [NYC Gives](http://www.nyc.gov/html/dcas/html/employees/nycgives.shtml) webpage at <http://www.nyc.gov/html/dcas/html/employees/nycgives.shtml> for more information.

21. Will my NYC Gives deduction cease at the end of the calendar or fiscal year?

No. Your deduction continues until you choose to cancel or modify your deduction.

22. Will my donation appear on my W2?

No. However, you should retain your pledge form and pay stubs as they show the total amount withheld for payment to charity. You can also view/print your NYC Gives deductions via the 'Deduction Inquiry' page in [Employee Self-Service \(ESS\)](http://www.nyc.gov/ess) at www.nyc.gov/ess.

23. How frequently is the status of a charity reviewed to determine compliance and participation?

EarthShare reviews the status of charities on a quarterly basis. A list of charities no longer participating in the campaign (due to various reasons) is generated by EarthShare and shared with DCAS who then distributes to the NYC Gives agency liaisons. Your NYC Gives agency liaison will notify you in the event a charity you are donating to is no longer participating. However, please keep in mind that your deduction is redirected to the NYC Gives General Fund.

24. Why is my agency not participating in NYC Gives?

There are several technical and business reasons. To inquire about starting an employee charitable campaign at your agencies, please contact your HR department.

If you're an employee of the City University of New York (CUNY), please note that CUNY manages its own employee charitable campaign. To learn more and participate in CUNY's employee charitable campaign, please visit the CUNY Campaign for Voluntary Charitable Giving web page at <http://www.cuny.edu/site/campaign.html>.