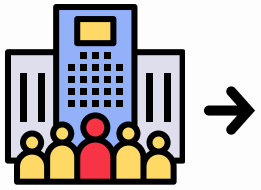


UNITED WAY OF THE OZARKS

10 EASY STEPS TO RUN A WORKPLACE CAMPAIGN



1

COMPANY MAKES THE DECISION TO RUN A UNITED WAY WORKPLACE CAMPAIGN



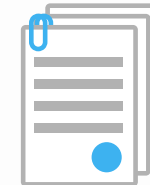
2

COMPANY FACILITATES UWO CAMPAIGN & DISTRIBUTES PLEDGE FORMS TO EMPLOYEES (FALL)



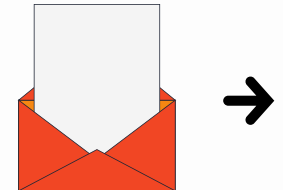
3

EMPLOYEE CAMPAIGN MANAGER (ECM) COLLECTS ALL PLEDGE FORMS FROM EMPLOYEES



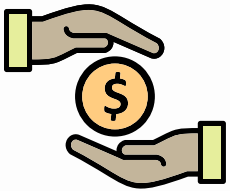
4

ECM MAKES A COPY OF THE PAYROLL PLEDGE FORMS AND TURNS THEM INTO HR/PAYROLL



5

ECM TURNS IN ALL ORIGINAL PLEDGE FORMS OR A SPREADSHEET WITH ALL DONOR INFO TO UNITED WAY (MUST BE TURNED IN BY MAR. 31)



6

HR/PAYROLL DEPARTMENT SETS UP A UWO CONTRIBUTION DEDUCTION ACCOUNT



7

HR/BENEFITS STAFF ENTERS PAYROLL PLEDGES (DEDUCTIONS BEGIN JAN. 1 & ENDS DEC. 31)



8

PAYROLL DEPARTMENT PROCESSES & RECORDS THE PAYROLL



9

CONTROLLER PREPARES A CHECK FOR UNITED WAY FROM FUNDS COLLECTED IN UWO CONTRIBUTION DEDUCTION ACCOUNT (BI-WEEKLY, MONTHLY, OR QUARTERLY)



10

UNITED WAY OF THE OZARKS RECEIVES THE CHECK AND APPLIES IT TO THE COMPANY'S OVERALL EMPLOYEE PAYROLL PLEDGES

Please note: United Way of the Ozarks does not provide tax receipts for pledges made through payroll deduction. When a company payroll deduction check is received it is applied to the Company's overall payroll pledge, not to each individual donor. The donor's W2 will show the total payroll deduction made to United Way (located in box 14-other) and can be used for tax purposes.