**Tips for how to fill out the Employee Summary Sheet**

If you want a quick and easy Excel spreadsheet, please visit our website: [www.unitedwayblackhills.org/workplace-campaign](http://www.unitedwayblackhills.org/workplace-campaign), scroll down and click on Employee Summary Sheet.

Auto sum your totals **(minus the sample lines)**. Please print 2 copies: (1) return the original sheet to UWBH in packet and (2) give one to your payroll department.

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If you prefer to use the paper copy, PLEASE PRINT names so they are legible.

Fill out the employee name (First name Last name)

Refer to the 4 sample lines, one is filled out for each pledge type.

**Please make a copy of this form, return the original in packet to UWBH and give the copy to your payroll office.**

**Payroll Deduction pledges:**

Add up the individual’s **total** pledge, including any Imagination Library, Black Hills Reads and Mental Health Initiative designations from the pledge form. Put this total in the Total Annual Payroll Deduction column (the 3rd column under Payroll Deduction Summary) and fill in the # of pay periods that person has. Also fill in the Payroll Deduction Amount, which is their total divided by the # of pay periods.

**Cash/Check pledges:**

List the cash or check donation amount in the 1st column under Cash/Check.

For Check: List the check # and the check date.

For Cash: Write “Cash” in the 2nd column.

**Direct Bill pledges:**

List the dollar amount that the employee wishes to be billed. A home mailing address **must** be provided on pledge form by the employee for bills to be sent to them.

**ACH Withdrawal pledges:**

List the dollar amount that the employee wishes to have withdrawn monthly from their checking account, which will begin on January 20th. A voided check **must** be provided by the employee.

**Credit Card pledges:**

**Employee: Fill out a pledge form to be returned in packet. Notate, on form, the date of credit card transaction. \*Do not list credit card information on the form.**

**Processor: List dollar amount that employee donated.**