



NYCGives

**Guide to Enrolling, Modifying, Switching or Cancelling in
Employee Self-Service**

(DCAS Rev 11/06/2017)

Guide to Enrolling, Modifying, Switching or Cancelling in Employee Self-Service (ESS)

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ENROLLING/ADDING a new NYC Gives Contribution in ESS

1. Log in to NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess from work or home.
2. Go to *Payroll and Compensation > Deduction Information > NYC Gives*
3. Click the **NYC Gives** link
4. Click the **NYC Gives charities search** link at the bottom of the *EForms NYC Gives* page to search and select the charities you would like to contribute towards.

NOTE: Click on the Federation List, Search Mode, or More Search Options to search for charities that interest you.

5. Write down the 5-digit charity codes you will be contributing towards.

NOTE: Contribution is limited to a maximum of five charities only.

6. Return to the *EForms NYC Gives* page.
7. Click **Enroll**.
8. Enter the 5-digit code in the **NYC Gives Organization Code** field and **tab** to the next blankfield.
9. Enter the **Amount to be Deducted per pay check**.
10. Select **Yes** or **No** from the drop-down list next to **'Would you like the organization to acknowledge your gift?'**.

11. Click **Submit Changes**.

12. Enter **Last 4 digits of your Soc Sec Num** to authorize your enrollment.

13. Click **Certify/Confirm**.

14. Your enrollment appears as "Pending Enrollment" until the transaction is processed overnight.

NOTE: An email confirmation of your pending transaction is sent to your business and/or personal email address.

15. Repeat steps 2-13 to contribute to another charity.

NOTE: Contribution is limited to a maximum of five charities only.

16. Log out of ESS.

17. Check in ESS on the next business day to confirm your transaction was processed.
 - a. If not processed, log a ticket with the NYCAPS Central Help Desk at EmployeeSupport@dcas.nyc.gov and inform your Agency NYC Gives Liaison.

MODIFYING an Existing NYC Gives Contribution or Acknowledgement in ESS



The procedure below is only limited to changes in **Deduction Amount** and **Acknowledgement** information. To change to another charity, refer to the 'SWITCHING an Existing NYC Gives Contribution in ESS' section of this guide.

2. Log in to NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess from work or home.
3. Go to *Payroll and Compensation > Deduction Information > NYC Gives*.
4. Click the **NYC Gives** link to view your existing NYC Gives contributions.
5. Click **Change** next to the item you would like to modify.
 6. **Enter the previous or new Amount** to be Deducted per paycheck.
 7. Select **Yes** or **No** from the drop-down list to receive acknowledgement by the charity.
6. Click **Submit Changes**.
7. Enter **Last 4 digits of your Soc Sec Num** to authorize the change.
8. Click **Certify/Confirm**.
9. Your enrollment appears as "Pending Enrollment" until the transaction is processed overnight.
10. An email confirmation of your pending transaction is sent to your business and/or personal email address.
11. Repeat steps 2-8 to modify another existing NYC Gives contribution.
12. Log out of ESS.
13. Check in ESS on the next business day to confirm your transaction was processed.
 - a. If not processed, log a ticket with the NYCAPS Central Help Desk at EmployeeSupport@dcas.nyc.gov.

SWITCHING from one charity to another in ESS

1. Log in to NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess from work or home.
2. Go to *Payroll and Compensation > Deduction Information > NYC Gives*.
3. Click the **NYC Gives** link to view your existing NYC Gives contributions.
4. Click **Cancel** next to the contribution you would like to modify.
5. Click **Submit Changes**.
6. Enter **Last 4 digits of your Soc Sec Num** to authorize the change.
7. Click **Certify/Confirm**.
8. Your enrollment appears as “Pending Enrollment” until the transaction is processed overnight.
9. An email confirmation of your pending transaction is sent to your business and/or personal email address.
10. Return to the *Current NYC Gives Info* page.
11. Click **Enroll** in an available deduction number row.

Note: Employees that are contributing to the maximum number of five (5) NYC Gives charities, must cancel one first (Day 1) and then enroll into the new charity on the following day (Day 2).

12. Enter the 5-digit code in the **NYC Gives Organization Code** field and **tab** to the next blankfield.
13. Enter the **Amount to be Deducted per pay check**.
14. Select **Yes** or **No** from the drop-down list next to the **‘Would you like the organization to acknowledge your gift?’**.
15. Click **Submit Changes**.
16. Enter **Last 4 digits of your Soc Sec Num** to authorize your enrollment.
17. Click **Certify/Confirm**.
18. Your enrollment appears as “Pending Enrollment” until the transaction is processed overnight.
19. An email confirmation of your pending transaction is sent to your business and/or personal email address.

SWITCHING an Existing NYC Gives Contribution in ESS

20. Repeat steps 2-16 if there are additional charity contributions that you wish to switch. If not proceed to step 19.
21. Check ESS on the next business day to confirm your transaction was processed.
 - a. If not processed, log a ticket with the NYCAPS Central Help Desk at EmployeeSupport@dcas.nyc.gov .

CANCELING an Existing NYC Gives Contribution in ESS

1. Log in to NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess from work or home.
2. Go to *Payroll and Compensation > Deduction Information > NYC Gives*.
3. Click the **NYC Gives** link to view your existing NYC Gives contributions.
4. Click **Cancel** next to the contribution you would like to modify.
5. Click **Submit Changes**.
6. Enter **Last 4 digits of your Soc Sec Num** to authorize the change.
7. Click **Certify/Confirm**.
8. Your enrollment appears as “Pending Enrollment” until the transaction is processed overnight.
 - a. *NOTE:* An email confirmation of your pending transaction is sent to your business and/or personal email address.
9. Repeat steps 2-7 to cancel another existing NYC Gives contribution.
10. Log out of ESS.
11. Check in ESS on the next business day to confirm your transaction was processed.
 - a. If not processed, log a ticket with the NYCAPS Central Help Desk at EmployeeSupport@dcas.nyc.gov and inform your Agency NYC Gives Liaison.