Managing Employee NYC Gives Deductions in the Payroll Management System (PMS)

(DCAS Rev. 6/26/2017)
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Overview

The Department of Citywide Administrative Services (DCAS) is proud to sponsor the 2016 NYC Gives charitable campaign (previously known as the Combined Municipal Campaign). NYC Gives offers City employees an opportunity to contribute, through convenient payroll deductions, to a vetted group of charitable organizations that provide urgently needed services to local, state, national, and international communities.

This document is intended to assist agency payroll departments in managing employee NYC Gives contributions in the Payroll Management System (PMS) until July 30, 2017. Starting July 31, 2017, agencies will manage employee NYC Gives deductions in the Payroll Information (Pi) system.

Managing Employee NYC Gives Deductions

Although employees are now responsible for managing (enrolling, modifying, and/or cancelling) their NYC Gives deductions through Employee Self-Service (ESS), in some cases it may be necessary for agency payroll personnel to perform NYC Gives transactions on behalf of employees in PMS. Such instances include:

- Modifying or cancelling employee NYC Gives deductions in PMS who do not have access to a computer to self-manage their NYC Gives deductions via ESS; and/or
- Redirecting employee NYC Gives deductions to the NYC Gives General Fund (charity code 10100) when a charity goes out of business or has been merged under another charity.

PMS Screen BE#25

Agency payroll personnel must go to the PMS Screen BE#25 (Miscellaneous Deductions/Goal Oriented) to manage employee NYC Gives deductions. See screenshot below:
The following Deduction Codes (highlighted in yellow in the OPA memo below) should be used for electing employee charitable contributions:

<table>
<thead>
<tr>
<th>Deduction Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7570</td>
<td>NYC Gives – 1st</td>
</tr>
<tr>
<td>7571</td>
<td>NYC Gives – 2nd</td>
</tr>
<tr>
<td>7572</td>
<td>NYC Gives – 3rd</td>
</tr>
<tr>
<td>7573</td>
<td>NYC Gives – 4th</td>
</tr>
<tr>
<td>7574</td>
<td>NYC Gives – 5th</td>
</tr>
</tbody>
</table>

If you require assistance or are experiencing difficulty in modifying or cancelling an NYC Gives deduction in PMS, please log a Remedy Ticket with OPA.