

NYC GIVES EMPLOYEE FAQs

1. What is NYC Gives?

The NYC Gives Employee Charitable Campaign (*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 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?

There is no specific open enrollment period. Enrollment and changes are ongoing throughout the year.

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

You can enroll in NYC Gives through NYCAPS [Employee Self-Service \(ESS\)](#) from any location (work, home, library, etc.). For guidance on how to enroll through ESS, please refer to the [Enroll, Modify, Cancel User Guide](#) available under the "NYC Gives for City Employees" section of the [NYC Gives website](#).

7. Can I modify, switch or cancel my NYC Gives deduction(s) at any time?

Yes. You can modify, switch or cancel your NYC Gives deductions at any time through [Employee Self-Service](#). For more information on how to modify, switch or cancel your deductions, please refer to the [Enroll, Modify, Cancel User Guide](#) available under the "NYC Gives for City Employees" section of the [NYC Gives website](#).

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8. What is the NYC Gives General Fund?

The NYC Gives General Fund (charity 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 distributes these funds equally to all actively participating charities.

9. 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. However, employees now have the ability to modify or cancel their contributions on their own terms through Employee Self-Service.

10. 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.

11. How and when will my payroll deductions begin?

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

12. What happens to my NYC Gives deduction if I transfer to another City agency?

Your NYC Gives deductions will automatically transfer with you when you transfer to another NYC Gives participating agency. To confirm, check your deductions via the 'Deduction Inquiry' page, and your contributions in the "NYC Gives" page, in [Employee Self-Service \(ESS\)](#).

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 will direct you to switch the affected contribution to an active participating charity in [Employee Self-Service \(ESS\)](#). For guidance on how to modify or switch your contributions, please refer to the [Enroll, Modify, Cancel User Guide](#) available under the "NYC Gives for City Employees" section of the [NYC Gives website](#).

Additionally, your deduction may be switched to the NYC Gives General Fund (charity code 10100) for equal distribution amongst all active participating charities, if you fail to switch by communicated deadlines.

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](#).

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.

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17. How does my contribution get to the charities?

All employee NYC Gives deductions are transmitted by the Office of Payroll Administration to EarthShare every pay period, who then collects and distributes the funds to the designated charities on a quarterly basis.

18. Can NYC Gives participants request to be acknowledged by the charities to which they contribute?

Yes. NYC Gives participants are able to request acknowledgement from each of the charities to which they contribute in Employee Self-Service (ESS). If the employee elects to be acknowledged, the employee's home address will be provided to the charity(ies) on a quarterly basis. If the employee's home address is encrypted for security purposes, acknowledgement from the charity(ies) will be sent to the employee's main business address. Also, see response to FAQ #22 below.

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 website](#).

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. You should retain your pay stubs as they show the total amount withheld for payment to charity. You may also view/print your NYC Gives contributions in Employee Self-Service as follows:

- a. Navigate to *ESS > Pay and Tax Information > Deduction Information > Deduction Inquiry*.

The *Deduction Inquiry Type* page below will display.

The screenshot shows a web form titled "Deduction Type Inquiry". At the top, there is a red error message: "'From' Date must be before 'To' Date". Below this, the form has several sections:

- Select Deduction Code:** A dropdown menu with "NYC GIVES - 1ST" selected.
- Select Date Range:** Two date input fields. The "From:" field contains "07/01/2016" and the "To:" field contains "06/22/2017". There are calendar icons next to each field and a "Today" button.
- Show:** Two radio buttons: "All Details" (which is selected) and "Total Only".
- Search:** A blue button at the bottom.

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- b. Select NYC Gives from the 'Select Deduction Code' drop-down.

NOTE: The charity name does not display on the *Deduction Inquiry Type* page. You will see 'NYC Gives – 1ST' up to 'NYC Gives – 5 TH' depending on how many charities you opted to contribute (the maximum is five).

- c. Select date ranges **From** and **To**.

- d. Select **All Details** or **Total Only**.

- e. Click **Search**.

Your search results (i.e., All Details or Total Only) will display and you have the option to print by selecting the **Printer friendly page** link. The sample below reflects All Details.

Deduction Details Printer friendly page			
Results for NYC GIVES - 1ST Details. Date Range Selected: Pay Date from 07/01/2016 to 06/22/2017			
NYC GIVES - 1ST			
Pay Date	Amount this Period	Goal Amount	Balance Due
06/16/2017	5.00		
06/02/2017	5.00		
05/19/2017	5.00		
05/05/2017	5.00		
04/21/2017	5.00		
04/07/2017	5.00		
03/24/2017	5.00		
03/10/2017	5.00		
02/24/2017	5.00		
02/10/2017	5.00		
01/27/2017	5.00		
01/13/2017	5.00		
12/30/2016	5.00		
12/16/2016	5.00		
12/02/2016	5.00		
11/18/2016	5.00		
11/04/2016	5.00		
10/21/2016	5.00		
10/07/2016	5.00		
09/23/2016	5.00		
09/09/2016	5.00		
08/26/2016	5.00		
Total	110.00		

- f. Repeat steps 1 – 5 for each NYC Gives deduction (if you have more than one NYC Gives deduction).

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.

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 agency, please contact your HR department. If you're an employee of the City University of New York (CUNY), please note that CUNY does not participate in the NYC Gives campaign.

25. What if I don't have access to a computer at work or at home?

You may access ESS at www.nyc.gov/ess via any public location (e.g., friend's computer, public library, etc.). Another option is to contact your agency's NYC Gives Liaison for assistance. Contact your agency's HR office or email NYCGives@dcas.nyc.gov to find out the contact information for the NYC Gives Liaison at your agency.

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26. What if I'm experiencing technical issues accessing Employee Self-Service?

If you are experiencing issues accessing Employee Self-Service (ESS) or the NYC Gives page in ESS, please contact NYCAPS Central at employeesupport@dcas.nyc.gov.

27. What if I'm unable to process an enrollment, modification, switch or cancellation in Employee Self- Service?

If you are unable to process an enrollment, modification, switch or cancellation in Employee Self-Service, contact your agency's NYC Gives Liaison for assistance. To find out the contact information for the NYC Gives Liaison at your agency, contact your agency's HR office or email NYCGives@dcas.nyc.gov .

28. I no longer have access to Employee Self-Service due to retirement, departure from City Service, or new employment at an agency does not participate in NYC Gives. How can I obtain printouts of my annual NYC Gives contributions?

If you require printouts of your annual NYC Gives contributions and you no longer have access to Employee Self-Service, contact your former agency's NYC Gives Liaison for assistance. To find out the contact information for the NYC Gives Liaison at your former agency, contact your former agency's HR office or email NYCGives@dcas.nyc.gov .