

NYC GIVES AGENCY LIAISON FAQs

1. **What are the responsibilities of an NYC Gives Agency Liaison?**

An NYC Gives Agency Liaison is responsible for conducting the following activities at their agency:

- Liaise with DCAS NYC Gives program administrators on all questions related to the NYC Gives program;
- Disseminate information from DCAS NYC Gives Program Administrators to your agency's employees;
- Coordinate the reassignment of contributions with agency employees and agency payroll department when changes to the list of participating charities impact employee contributions at your agency in order to effect changes in the Payroll Information (Pi) system;
- Coordinate with your agency payroll department to update employee contributions in Pi in instances where DCAS has notified the agency that a charity has merged with another charity or has gone out of business and the employee has been unresponsive to requests to update their contribution(s) in ESS; and
- Promote the campaign at your agency to include creating promotional materials, events, etc.

2. **How do I enroll, modify, switch or cancel an employee's NYC Gives deduction?**

Please coordinate with your agency payroll departments as they have the ability to enroll and manage employee NYC Gives deductions via the Payroll Information (Pi) system. Please reference the [Managing Employee Contributions in Pi](#) guide available under the "For NYC Gives Agency Liaisons" section on the [NYC Gives web page](#).

However, we recommend that you direct City and DOE employees to enroll and/or self-manage their NYC Gives contributions in [NYCAPS Employee Self-Service \(ESS\)](#), using the [Enroll, Modify, Cancel User Guide](#) in the "For City Employees" section on the [NYC Gives web page](#).

If an employee does not have access to a computer at work, please advise the employee of their ability to enroll and/or manage their NYC Gives deductions via ESS (www.nyc.gov/ess) from any public location (e.g., agency kiosk, home, library, etc.).

3. **How do I switch an employee's NYC Gives deduction from a charity that is no longer participating to the NYC Gives General Fund?**

Same process described in #2 above. Follow the 'Switching' steps noted in the Guide.

NYC GIVES AGENCY LIAISON FAQs

4. Do employee NYC Gives deductions move with employees when they transfer to another agency?

Yes. NYC Gives deduction(s) automatically travel with employees when they transfer from one participating agency to another participating agency.

5. Do employee NYC Gives deductions automatically terminate when the employee is terminated?

Yes. NYC Gives deductions(s) automatically terminate when employees leave status changes to "A" (Ceased).

6. 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 on the NYC Gives page 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.

7. What is the legal foundation of NYC Gives?

NYS Municipal Law, Section 93-b(2) authorizes the appropriate disbursing or fiscal officer of any municipality to deduct from the salary of any employee such amount as the employee may specify in writing for contributions to a federated community campaign for health, welfare and recreational purposes on behalf of the employee. NYC Gives is such a campaign. Campaign rules are codified in Chapter 12 of Title 55 (DCAS Provisions) of the Rules of the City of New York.

8. Are there any promotional materials available to me?

Please contact NYCGives@dcas.nyc.gov for promotional flyer requests. You can also create your own for use at your agency.

9. What should I do if an employee at my agency requests that I post a flyer about a special fundraising drive or event that their charity is conducting?

Do not disseminate as the charity in question may or may not be participating in the NYC Gives program. Additionally, special preference cannot be given to one versus another NYC Gives participating charity. If you have questions, please contact NYCGives@dcas.nyc.gov.

10. What should I do if a former employee from my agency requests a printed record of their annual NYC Gives contributions?

Please contact your agency's payroll department, who will provide this information to you. If they are unable to provide, your agency's payroll department will need to submit a Remedy ticket to the Office of Payroll Administration (OPA), who will, in turn, provide this information to you to share with the former employee requesting the data.