



Managing Employee Contributions in the Payroll Information (Pi) System

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Managing Employee Contributions in PI

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Managing Employee Contributions in PI

Overview

The Department of Citywide Administrative Services (DCAS) is proud to sponsor the NYC Gives employee 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 Information (PI) System.

Managing Employee Contributions

Although employees are now responsible for managing (*enrolling, modifying, switching and/or cancelling*) their NYC Gives contributions 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 the Payroll Information (PI) System.

Such instances would include:

- Enrolling, modifying, switching or cancelling employee NYC Gives deductions in Pi who do not have access to a computer to manage their NYC Gives deductions via ESS; and/or
- Redirecting employee NYC Gives deductions to the NYC Gives General Fund (charity code 10100) if a charity goes out of business or has been merged with another charity.

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ENROLLING an Employee in a New NYC Gives Contribution

1. Log in to the Payroll Information (PI) system at <https://cityapps2.fisa.nycnet/pi/>
2. Click **Search Employees** on the Menu.
3. Enter the following employee search criteria in the *Employee/Job Search Criteria* box:
 - a. **Employee ID**
 - b. **Social Security Number**
 - c. **Last Name**
 - d. **First Name**

4. Click **Search**.
5. Click **NYC Gives** (under Elected Deductions) on the Menu.

NOTE: You will be brought to the NYC Gives page.

6. In the *Current NYC Gives Info* box click **Enroll** in Deduction Number line 1.

NOTE: The *Current NYC Gives Info* box will display that the deduction is in progress and a *New NYC Gives Info* box will appear.

7. Enter the 5-digit actively participating charity code in the **NYC Gives Organization Code** field.
8. Enter the **Amount to be Deducted per pay check** in the dollar amount field.
9. Select **Yes** or **No** on behalf of the employee from the drop-down next to **'Would you like the organization to acknowledge your gift?'**
10. Click **Submit Changes**.

NOTE: A *Confirm* box will display the NYC Gives contribution information you entered.

11. Click **Confirm Changes** to submit the information for processing.

NOTE: The enrollment appears as "Pending Enrollment" until the transaction is processed overnight.

12. Repeat steps 6-11 to enroll the employee in additional NYC Gives charity contributions. If not, proceed to Step 13.

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

13. Log out of PI.

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14. Check PI on the next business day to confirm the transaction was processed.
 - a. If processed, inform the Agency NYC Gives Liaison who should in turn inform the employee that the deduction is now active.
 - b. If not processed, log a Remedy ticket with OPA and inform the Agency NYC Gives Liaison to keep the employee apprised. Once the issue has been resolved, follow the instructions in Step 14a.

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MODIFYING an Employee's Existing NYC Gives Contribution(s)



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

1. Log in to the Payroll Information (PI) system at <https://cityapps2.fisa.nycnet/pi/>
2. Click **Search Employees** on the Menu.
3. Enter the following employee search criteria in the *Employee/Job Search Criteria* box:
 - a. **Employee ID**
 - b. **Social Security Number**
 - c. **Last Name**
 - d. **First Name**
4. Click **Search**.
5. Click **NYC Gives** (under Elected Deductions) on the Menu.

NOTE: The *Current NYC Gives Info* box will display the charities to which the employee is contributing.

6. Click **Change** in the row next to the corresponding charity where the employee wishes to make a change.

NOTES:

- The *Current NYC Gives Info* box will display the charity, deduction amount and acknowledgement information. The *New NYC Gives Info* box below will display the deduction number for the charity deduction that will be changed.

7. Enter the current or new **Amount to be Deducted per paycheck**.
8. Select **Yes** or **No** from the drop-down list, depending on the employee's option to receive acknowledgement from the charity.
9. Click **Submit Changes**.

NOTE: A *Confirm* box will display the NYC Gives deduction number, organization and new deduction amount.

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10. Click **Confirm Changes** to submit the information for processing.

NOTE: The change appears as “Pending Change” until the transaction is processed overnight.

11. Repeat steps 6-10 if there are additional charity deduction amounts the employee wishes to change. If not, proceed to Step 11.

12. Log out of PI.

13. Check PI on the next business day to confirm the transaction was processed.

- a. If processed, inform the Agency NYC Gives Liaison that the employee’s new NYC Gives contribution has been modified as requested who should in turn, inform the employee that the change has been applied.
- b. If not processed, log a Remedy ticket with OPA and inform the Agency NYC Gives Liaison to keep the employee apprised. Once the issue has been resolved, follow the instructions in Step 12a.

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SWITCHING an Employee's Charity to another

1. Log in to the Payroll Information (PI) system at <https://cityapps2.fisa.nycnet/pi/>
2. Click **Search Employees** on the Menu.
3. Enter the following employee search criteria in the *Employee/Job Search Criteria* box:
 - a. **Employee ID**
 - b. **Social Security Number**
 - c. **Last Name**
 - d. **First Name**

4. Click **Search**.
5. Click **NYC Gives** (under Elected Deductions) on the Menu.

NOTE: The *Current NYC Gives Info* box will display the charities to which the employee is contributing.

6. Click **Cancel** next to the contribution you would like to modify.
7. Click **Submit Changes**.
8. Click **Confirm Changes** to submit the information for processing.

NOTE: The change appears as "Pending Cancel" until the transaction is processed overnight.

9. Return to the *Current NYC Gives Info* page.
10. Is the employee currently contributing to the maximum number of five (5) NYC Gives charities including the cancellation just processed?
 - a. If no, proceed to Step 11.
 - b. If yes, you will need to wait for the cancellation to be processed overnight. On the next business day, proceed to Step 11.

11. Click **Enroll** in a blank Deduction Number row.
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** on behalf of the employee from the drop-down next to '**Would you like the organization to acknowledge your gift?**'

15. Click **Submit Changes**.
16. Click **Confirm Changes** to submit the information for processing.

NOTE: The change appears as "Pending Enrollment" until the transaction is processed overnight.

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17. Repeat steps 1-16 if there are additional charity contributions the employee wishes to switch. If not, proceed to Step 18.
18. Log out of PI.
19. Check PI on the next business day to confirm the transaction.
 - a. If processed, inform the Agency NYC Gives Liaison that the employee's NYC Gives contribution has been switched as requested who should in turn inform the employee that the request has been processed.
 - b. If not processed, log a Remedy ticket with OPA and inform the Agency NYC Gives Liaison to keep the employee apprised. Once the issue has been resolved, follow the instructions in Step 19a.

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CANCELING an Employee's Existing NYC Gives Contribution(s)

1. Log in to the Payroll Information (PI) system at <https://cityapps2.fisa.nycnet/pi/>
2. Click **Search Employees** on the Menu.
3. Enter the following employee search criteria in the *Employee/Job Search Criteria* box:
 - a. **Employee ID**
 - e. **Social Security Number**
 - f. **Last Name**
 - g. **First Name**
4. Click **Search**.
5. Click **NYC Gives** (under Elected Deductions) on the Menu.
6. The *Current NYC Gives Info* box will display the charities to which the employee is contributing.
7. Click **Cancel** in the row next to the corresponding charity where the employee wishes to cancel a donation.

NOTE: The *Current NYC Gives Info* box will display the charity and deduction information highlighted in red text. A *Confirm* box below it will show the NYC Gives deduction number for the charity that will be cancelled.
8. Click **Confirm Changes** to submit the information for processing. The cancellation appears as “Pending Cancel” until the transaction is processed overnight.
9. Repeat steps 6-8 if there are additional charity contributions the employee wishes to cancel. If not, proceed to Step 10.
10. Log out of PI.
11. Check PI on the next business day to confirm the transaction was processed.
 - a. If processed, inform the Agency NYC Gives Liaison that the employee's new NYC Gives contribution has been cancelled as requested who should in turn inform the employee that the cancellation request has been processed.
 - b. If not processed, log a Remedy ticket with OPA and inform the Agency NYC Gives Liaison to keep the employee apprised. Once the issue has been resolved, follow the instructions in Step 11a.