



**NYC**Gives

**AGENCY LIAISON GUIDE**

(DCAS Rev. 08/12/2016)

# NYC Gives Agency Liaison Guide

## Contents

Overview .....	3
Roles & Responsibilities .....	3
DCAS' Role & Responsibility .....	3
NYC Gives Agency Liaison Role & Responsibility .....	3
EarthShare's Role & Responsibility .....	3
Working with your Agency's Payroll Department .....	4
Creating a Successful Campaign Plan at Your Agency .....	6
Endorsement and Involvement of Management .....	6
Kick-off and Promotion .....	6
Set Goals and Acknowledge Generosity .....	6
Follow-up during the Campaign .....	6
Questions .....	6
Appendix A .....	7
2016 Campaign: List of Participating Agencies .....	7
2016 Campaign: List of Non-Participating Agencies .....	9

# NYC Gives Agency Liaison Guide

## 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.

Since the year 2000, City employees have contributed over \$33 million to a myriad of non-profit charitable organizations. This year we hope that City employees will continue their generosity as we launch the 2016 NYC Gives campaign on July 1, 2016, with more than 850 independent charitable organizations and federations participating.

This document is intended to be a toolkit that contains pertinent information and resources to help you make the NYC Gives campaign a success at your agency.

## Roles & Responsibilities

The NYC Gives campaign is administered by the Department of Citywide Administrative Services (DCAS) and coordinated by EarthShare.

### DCAS' Role & Responsibility

- Notifying agency liaisons when charities are no longer participating;
- Collaborating with the Office of Payroll Administration in ensuring that participation status of NYC Gives charities is maintained in the Payroll Management System (PMS) as needed (at the start of a new annual campaign and throughout the campaign year);
- Maintaining the NYC Gives website; and
- Responding in a timely manner to all inquiries submitted to [NYCGives@dcas.nyc.gov](mailto:NYCGives@dcas.nyc.gov).

### NYC Gives Agency Liaison Role & Responsibility

- Liaise with DCAS NYC Gives program administrators on all questions related to the program;
- Disseminate information from DCAS NYC Gives Program Administrators to agency employees;
- Coordinate with employees to reassign contributions upon request or when charities are no longer participating; and
- Coordinate with the agency payroll department to enter/update employee contributions in the Payroll Management System (PMS).
- Promote the campaign at their agencies to include creating promotional materials, events, etc.

### EarthShare's Role & Responsibility

EarthShare is the organization contracted by DCAS to coordinate the campaign with charities. EarthShare is responsible for:

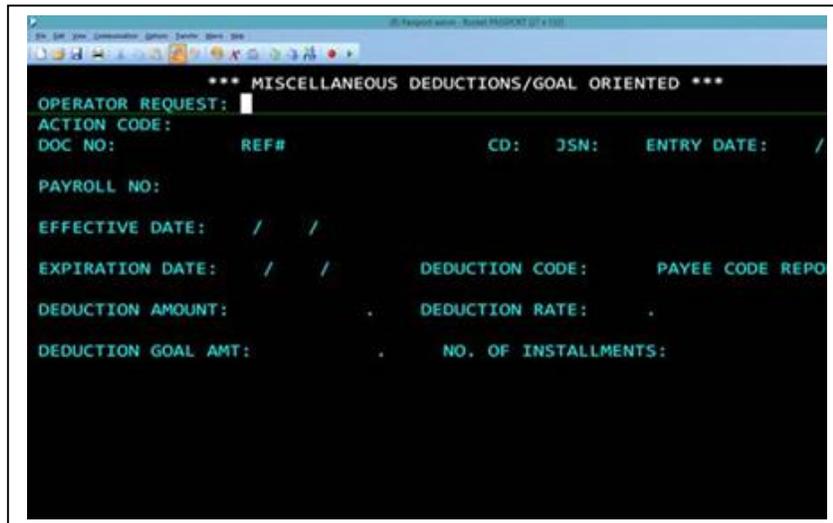
- Vetting charitable organizations wishing to participate in NYC Gives based on the program rules codified in Chapter 12 of Title 55 (DCAS Provisions) of the Rules of the City of New York:

## NYC Gives Agency Liaison Guide

- An organization, whose primary mission is the protection and enhancement of the natural environment or conservation of natural resources (organizations must identify themselves as an "environmental" or "conservation" organization in their formal literature, i.e. annual report, brochures, etc., and must spend more than 50% of their budget on environmental or conservation programs).
  - A charity is a human health and welfare organization providing services, benefits, or assistance to, or conducting activities affecting human health and welfare.
  - The Internal Revenue Service (IRS) recognizes the charitable organization as one which is tax-exempt under 26 U.S.C. 501(c) (3) and to which contributions are tax deductible pursuant to 26 U.S.C. 170.
  - Member charities annually complete an audit and must have been in existence for three years prior to applying to the Federation as evidenced by three years' of IRS Form 990s.
- Notifying charities as to whether or not they have been accepted into the program, and handling appeals;
  - Distributing funds resulting from employee charitable deductions to participating charities;
  - Sending payout reports to participating charities (and DCAS) on a quarterly basis;
  - Conducting periodic review of existing charities to ensure they are still actively participating in the NYC Gives program;
  - Participating in an annual audit of the campaign performed by a third party contracted by DCAS.

### Working with your Agency's Payroll Department

Agency Payroll Coordinators are critical to the success of NYC Gives as they are responsible for entering/updating employee charitable deductions in the Payroll Management System (PMS). See PMS screen BE#25 (Miscellaneous Deductions/Goal Oriented) below:



```
*** MISCELLANEOUS DEDUCTIONS/GOAL ORIENTED ***
OPERATOR REQUEST:
ACTION CODE:
DOC NO:          REF#          CD:   JSN:   ENTRY DATE:  /
PAYROLL NO:
EFFECTIVE DATE:  /   /
EXPIRATION DATE: /   /          DEDUCTION CODE:  PAYEE CODE REPO
DEDUCTION AMOUNT:          .    DEDUCTION RATE:          .
DEDUCTION GOAL AMT:          .    NO. OF INSTALLMENTS:
```

## NYC Gives Agency Liaison Guide

The following Deduction Codes (highlighted in yellow in the OPA memo below) should be used for electing employee charitable contributions:



**OFFICE OF PAYROLL ADMINISTRATION**  
450 West 33rd Street, 4th Floor, New York, NY 10001

**ROY MOGILANSKI**  
Executive Director

**NEIL MATTHEW**  
Deputy Executive Director, Payroll Operations Bureau

**ANDREA GLICK**  
First Deputy Executive Director

[www.nyc.gov/payroll](http://www.nyc.gov/payroll)

### UB 041-16

To: All PMS/NYCAPS Agencies  
From: OPA  
Date: July 19, 2016  
Subject: Deduction Codes for the NYC Gives Charitable Campaign

---

Please be advised, NYC Gives Campaign (*previously known as the Combined Municipal Campaign*) deduction codes used by agencies for electing employee charitable contributions were renamed as follows:

Deduction Code	Description
7570	NYC Gives – 1st
7571	NYC Gives – 2nd
7572	NYC Gives – 3rd
7573	NYC Gives – 4th
7574	NYC Gives – 5th

Agencies are reminded to use only the above listed deductions for the NYC Gives Charitable Campaign. Any new, changes or cancellations of employees' enrollments need to be processed using the PMS Business Event Screen 25 (Miscellaneous Goal Deductions).

If you have any questions, please contact OPA's Citywide User Support Unit by opening a Remedy Helpdesk ticket.

cc: R. Mogilanski  
A. Glick  
N. Matthew  
C. Reynolds

MAYOR BILL DE BLASIO

COMPTROLLER SCOTT M. STRINGER

## NYC Gives Agency Liaison Guide

### Creating a Successful Campaign Plan at Your Agency

#### Endorsement and Involvement of Management

- Solicit buy-in/approval from your agency's executive level staff.
- Send an agency-wide email having senior staff endorse the campaign and encourage employees to participate. However, **always** stress that NYC Gives is a voluntary giving program.

#### Kick-off and Promotion

- Hold a 2016 NYC Gives "Kick Off" event at your agency.
- Attend employee related events to promote the campaign
- Use the promotional campaign materials available online at [NYC Gives \(http://www.nyc.gov/html/dcas/html/employees/nycgives.shtml\)](http://www.nyc.gov/html/dcas/html/employees/nycgives.shtml) that you can display throughout your agency to advertise and market the campaign.
- Highlight the NYC Gives charitable campaign via agency emails, newsletters, and agency intranet page.
- Download printed copies of the [NYC Gives](#) PDF brochure and pledge card for employee's who may not have access to a computer as part of their regular job responsibilities.
- Include an overview during your agency's new hire orientation.
- Add to your new hire, rehire, and transfer task list to ensure employees have the opportunity to participate.
- Stress the benefits of employee participation:
  - Employees choose where they want their gift directed.
  - Convenience of payroll contributions.
  - Low-cost of the campaign.
  - Tax-deductibility.
  - Employee gifts will be acknowledged by the charity if the donor agrees to give his/her name and address for this purpose.

#### Set Goals and Acknowledge Generosity

- Consider setting an agency-wide giving goal to encourage friendly competition within divisions or units at the agency.
- Have a division or unit recognition ceremony to thank division/unit staff who have donated the most over the course of the year.

#### Follow-up during the Campaign

- Send out periodic reminders for employees to join the NYC Gives campaign especially around the holiday season when people are most likely to give.
- Make sure that employees know who their NYC Gives agency liaison is and how to contact their liaison with questions or concerns. Direct your employees to the list of agency liaisons link available in the [NYC Gives \(http://www.nyc.gov/html/dcas/html/employees/nycgives.shtml\)](http://www.nyc.gov/html/dcas/html/employees/nycgives.shtml) website.
- Post campaign reminders on your agency intranet pages, break rooms, etc.

### Questions

Should you have any comments or questions regarding the NYC Gives campaign, please don't hesitate to contact us at [NYCGives@dcas.nyc.gov](mailto:NYCGives@dcas.nyc.gov).

## NYC Gives Agency Liaison Guide

### Appendix A

#### 2016 Campaign: List of Participating Agencies

Agency Payroll Code	Agency Name
2	Office of the Mayor
3	Board of Elections
4	Campaign Finance Board
8	Office of the Actuary
9	NYC Employees Retirement System
10	Borough President - Manhattan
11	Borough President - Bronx
12	Borough President - Brooklyn
13	Borough President - Queens
14	Borough President - Staten Island
15	Office of the Comptroller
17	Office of Emergency Management
19	Office of Management and Budget
185	Office of Management and Budget/Municipal Water Finance Authority
21	Tax Commission
25	Law Department
30	Department of City Planning
32	Department of Investigation
41	Teachers Retirement System
54	Civilian Complaint Review Board
56	Police Department
57	Fire Department
67	Administration for Children's Services
69	Human Resources Administration
71	Department of Homeless Services
72	Department of Correction
73	Board of Corrections
101	Public Advocate
102	City Council
103	City Clerk
125	Department for the Aging
126	Cultural Affairs
127	Financial Information Services Agency
131	Office of Payroll Administration
132	Independent Budget Office
133	Equal Employment Practice Commission

## NYC Gives Agency Liaison Guide

Agency Payroll Code	Agency Name
134	Civil Service Commission
136	Landmarks Preservation Commission
156	Taxi & Limousine Commission
214	Office of Labor Relations
226	Human Rights Commission
256	NYC Police Pension Fund
261	Department of Youth and Community Development
312	Conflicts of Interest Board
313	Office of Collective Bargaining
202, 740, 742-747	Department of Education
781	Department of Probation
801	Department of Small Business Services
806	Housing Preservation and Development
810	Department of Buildings
816	Department of Health and Mental Hygiene
820	Office of Administrative Trials and Hearings
826	Department of Environmental Protection
827	Department of Sanitation
831	Business Integrity Commission
836	Department of Finance
841	Department of Transportation
846	Department of Parks & Recreation
850	Department of Design and Construction
858	Department of Information Technology & Telecommunications
860	Department of Record and Information Services
866	Consumer Affairs
868	Department of Citywide Administrative Services
901	District Attorney Manhattan
902	District Attorney Bronx
903	District Attorney Kings County
904	District Attorney Queens County
905	District Attorney Richmond County
906	District Attorney Special Narcotics
941	Public Administrator Manhattan
942	Public Administrator Bronx
943	Public Administrator Kings
944	Public Administrator Queens
945	Public Administrator Richmond
996	NYC Housing Authority

## NYC Gives Agency Liaison Guide

### 2016 Campaign: List of Non-Participating Agencies

Agency Payroll Code	Agency Name
068	Health + Hospitals
462-470	Community Colleges
993	Triborough Bridge & Tunnel Authority
997	City University of New York
998	New York City Transit
999	School Construction Authority