

## Frequently Asked Questions – Columbus State Employee Giving

### What is the Employee Giving Campaign?

While donations can be made throughout the year, each Spring, our college community comes together to acknowledge current employee donors and remind our colleagues the incredible impact their dollars have on our students. Donations made by Columbus State employees each year make higher education possible for thousands of students. When you make a one-time gift or sign-up for payroll deduction, you're **all in** for the success of our students. Your gift, along with those of hundreds of other employees, builds a system of support that makes help unavoidable.

### How do I make a gift?

Visit <https://csccfoundation.org/employee-giving/> for easy access to links and information.

Making a **one-time gift** can be done securely [online at https://foundation.cscce.edu/](https://foundation.cscce.edu/) or by mailing a check to The Columbus State Foundation, 550 East Spring Street, Columbus Ohio 43215.

Signing up for **payroll deduction** is the most popular choice of employees to support students through the Foundation through recurring donations made directly through your paychecks. Through payroll deduction, an employee can make a one-time gift, or spread their gift throughout the year (for example, a deduction of \$5 per pay can turn into \$120 in the span of twelve months).

Log into Workday to give through payroll here: <https://www.myworkday.com/cscce/d/home.html>

### How do set up a gift through payroll deduction(s)?

1. [Log in to Workday](#)
2. Go to the hamburger menu in the upper left corner and select the **Pay** app (or search and add the Pay app if necessary)
3. Under Worker Elections, select **Voluntary Deductions**

Here, you can:

- Check on the accuracy of payroll deductions set up prior to Feb 11
- Update your payroll giving to increase or decrease your gift, or change the fund
- Set up a new recurring payroll gift, or make a one-time gift through payroll

**To EDIT an existing deduction, click EDIT to the right of the displayed deduction.**

Deduction	Purpose	Start Date	End Date	Frequency	Input Type	Value	Next Payment Date	
CSCC Foundation - Other	80045 Unrestricted	03/26/2023		Ongoing	Amount	10	04/21/2023	 Edit

**To ADD a new deduction**, click “Add,” and choose one of the two CSCC Foundation funds listed from the dropdown list. Clicking “CSCC Foundation – Other” will open a new popup with a robust selection of existing funds from which you may choose. Type in the “search” field to use keywords, or scroll to browse options.

If you do not find the fund to which you wish to donate, please email [foundation@cscce.edu](mailto:foundation@cscce.edu).

Taste the Future tickets go on sale in June, and employees may purchase a limited number at a discounted price. Look for announcements in June. Visit [TasteTheFuture.com](http://TasteTheFuture.com) for event details.

To make a gift through transfer of stock or through another mechanism, please contact [foundation@cscce.edu](mailto:foundation@cscce.edu) for assistance.

### **If I am already enrolled in payroll deduction and don't want to change anything, do I need to take action?**

If you submitted your payroll deduction **prior to Feb. 10, 2023**, you should **not** need to make changes, however, now is a great time to **check the accuracy of your voluntary deductions** in Workday to make sure it reflects your wishes.

If you made a payroll deduction change **between Feb. 11 and March 26**, you must update your selections in Workday.

### **What should I do if my Workday Voluntary Deductions appear incorrect?**

Please email [workday@cscce.edu](mailto:workday@cscce.edu) for assistance.

### **How does my donation help students?**

Each year employee donations contribute to student success by helping to fund scholarships, programs, and the College's highest philanthropic priorities like providing student emergency assistance. Gifts made to the Area of Greatest Need allow College leadership to direct funding to where it's needed most, however employees may designate their donation(s) to any existing Foundation funds.

### **Can I specify how my dollars are being spent?**

Yes. You may choose to support a specific scholarship fund or existing program fund. Alternatively, choosing “Area of Greatest Need” as your designation enables College leadership to direct funding to where it's needed most urgently.

**Is there a minimum gift amount?**

*Gifts of ALL sizes are important and amplify our collective impact on the lives of students. When enrolling for payroll deductions, the minimum is \$1 per pay period. For gifts made by credit card the minimum gift amount is \$5. There are no minimums for gifts made by check.*

**Who should I contact with additional questions?**

*For Foundation -related questions (gift designation, processing, acknowledgement, etc.), please email [foundation@csc.edu](mailto:foundation@csc.edu).*

*For Workday related questions (how to adjust voluntary payroll donations), email [workday@csc.edu](mailto:workday@csc.edu).*