

Self Service Charitable Deductions

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Introduction

You can enter charitable deductions for the organizations participating in the Minnesota State Employees Combined Charities Campaign using the Voluntary Deductions page in Self Service. This data is secured by your user ID and password. After signing in as you do to view your paystub, you can add, update or stop your charitable deductions. All employees are responsible for maintaining their own charitable deductions. Current deduction records are used each pay period to process deductions made to selected charities.

Privacy Notice to All Employees (Tennessee Warning)

State employee charitable donations are private data. The information you provide to make voluntary deductions on Management & Budget's Self Service website will be used to enter your charitable gift, by payroll deduction, to federations and charitable organizations you specified which are participating in the Minnesota State Employees Combined Charities Campaign.

You are not obligated in any way to provide a charitable contribution and no negative consequences will result from your decision. If you choose to donate, you will need to specify the organization(s) to receive donations and the dollar amount, so that your donation can be processed. The only consequence for not providing the requested information is you will not be able to donate to participating charitable organizations through payroll deduction. By providing the requested information, you are authorizing the following individuals and entities to receive your information in order to help process your charitable gift: designated Management & Budget staff, designated Combined Charities Board members, and the federations and charities which you have designated to receive a donation. Your data indicating one-time gifts and donations to affiliated organizations will be sent to the organizations specified. If there are any questions regarding your donation, the contact information you enter will be used to contact you. Others who may legally access your donation data include representatives of the Legislative Auditor, enforcement agencies with proper authority, and persons or entities authorized by state or federal law or court order.

Minnesota State Employees Combined Charities Campaign

The Minnesota State Employees Combined Charities Campaign is conducted annually in the fall. During this campaign, state employees are encouraged to support the organization(s) of their choosing from the list of Charitable Federations that have been approved for participation in the campaign. Employees can establish a biweekly payroll deduction for the coming calendar year for any of the approved charitable organizations.

On October 1 each year, the list of approved Charitable Federations is updated. *From October 1 through December 31, new deductions added apply to the next calendar year.* To continue deductions for the next year you must **ADD** a deduction. Current or future deductions can be updated all year, *but they stop at the end of the year.*

Access the Voluntary Deductions page

To access the **Voluntary Deductions** page, take the following steps.

ACTION	RESULT
1. Access the Self Service Web site www.state.mn.us/employee .	State of Minnesota Self Service sign in page displays.
2. Sign in with your user ID and password. New employees obtain sign-in instructions from your Human Resources or Payroll office.	Self Service page displays.
3. On the menu, select State of MN Self Service.	State of MN Self Service page displays.
4. Select Other Payroll.	Other Payroll page displays.
5. Select Charitable Deductions.	Charitable Deductions page displays.
6. Select Charitable Deductions.	Voluntary Deductions page displays.

Do *not* use the back and forward buttons on your browser; this could result in losing data you entered. Navigate using the Menu.

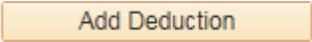
Add a new charitable deduction

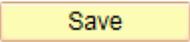
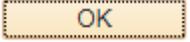
Review the **Voluntary Deductions** page. Employees who currently have charitable deductions will see those deductions display.

- If you have a charitable deduction that is currently being taken, or if you have a charitable deduction that is dated to be taken in a future pay period(s), row(s) summarizing those deductions will display.
- If you do not have current or future-dated charitable deductions, the page displays with your name at the top.
- If you *had* a charitable deduction in the current calendar year, but it has stopped (the **Stop Date** or **Goal Amount** has been reached) it is considered a historical record and will not display. Only current and future-dated deductions display.

Note: From October 1 through December 31 each year, charitable deductions that you add apply to the new calendar year. To donate for a new year, you must **add** new charitable deductions by following these steps. You can **update** current deductions all year, but they stop on December 31. To update existing deductions, go to page 4.

To add a new charitable deduction, follow the instructions below.

ACTION	RESULT
1. On the Voluntary Deductions page, select the Add Deduction  button.	The Add Voluntary Deduction page displays.
2. In the Type of Deduction field, select the Look up  button and select from the list the name of the charitable organization that will be receiving your deduction. You may need to use the scroll bar on the right to view the entire list of organizations. NOTE: You may select the Return to List Return to List link at any time to exit the Add Voluntary Deduction page and return to the Voluntary Deductions page. Only those records successfully saved will display on the Voluntary Deductions page.	
3. In the Enter Amount to be deducted field, enter the amount that you would like to have deducted each pay period. Enter the amount using a decimal point and omitting dollar signs. Twenty-five dollars should be entered as 25.00. Deductions do not need to be in even dollars. For example, you can enter 12.75, 6.33 or 4.50. You must, however, enter an amount that is 1.00 or greater.	

ACTION	RESULT
<p>4. The Take deduction until I reach this Goal Amount field is an optional field. If you enter an amount in this field, the deduction will stop automatically when that dollar amount has been reached. If taking the entire per pay period amount will exceed the goal amount, the system will take a partial amount so that the total amount deducted during the year does not go beyond the goal amount you establish. If an amount is entered in this field, the Current Balance field will display the amount deducted to date.</p>	
<p>5. In the Enter Deduction Start Date field, accept the default date, enter a date, or select the Choose a date  button and select a date from the calendar that displays. The date you enter should be the date you want the charitable deduction to begin being taken.</p> <p><i>If you are adding the deduction during the Combined Charities Campaign, and your intention is to have the charitable deduction taken every pay period of the upcoming calendar year, ACCEPT THE DEFAULT DATE in this field.</i></p>	
<p>6. In the Enter Deduction Stop Date field, accept the default date, enter a date, or select the Choose a date  button and select a date from the calendar that displays. The date you enter should be the date you want the charitable deduction to stop being taken.</p> <p><i>If you are adding the deduction during the Combined Charities Campaign, and your intention is to have the charitable deduction taken every pay period of the upcoming calendar year, ACCEPT THE DEFAULT DATE in this field.</i></p>	
<p>7. The Current Balance field (which is system-calculated) will be 0.</p>	
<p>8. Select the Save  button.</p>	
<p>9. Choose one of the following:</p> <ul style="list-style-type: none"> • If an error message displays, select the OK  button, fix the error and return to step 8. • Select the OK  button to return to the Voluntary Deductions page. The deduction you just added displays. <p>You have completed entering a charitable deduction. Repeat steps 1-9 if you have additional charitable deductions to enter. Step 10, below, is optional.</p>	<p>The voluntary deduction record that you entered was successfully saved. Note the message regarding the timing of when the deduction will be reflected on your paystub.</p>

ACTION	RESULT
<p>10. Optionally, select the Designations/Acknowledgements Designations/Acknowledgement button and follow the directions that display to either:</p> <ul style="list-style-type: none"> Request an acknowledgement of your contribution Request that a contribution be designated to a particular affiliated member of the charitable organization <p>Note: If you have any questions on the use of this application, send an email to this address: combinedcharities.dot@state.mn.us</p>	<p>You are redirected to the Charities Designation page.</p>
<p>11. After completing your request, you may return to the Self Service website.</p>	

To Exit

ACTION	RESULT
<p>When you are finished with Charitable Donations, choose one of the following:</p> <ul style="list-style-type: none"> To return to State of MN Self Service page: <ul style="list-style-type: none"> Select the Home Home link in the upper-right corner of the page. - AND - On the menu, select State of MN Self Service. To exit Self Service, select the Sign out Sign out link in the upper-right corner of the page. 	<p>Self Service page displays.</p> <p>State of MN Self Service page displays.</p> <p>State of Minnesota Self Service sign in page displays.</p>

Update a charitable deduction

You can update current charitable deductions and also charitable deductions that are effective in the future.

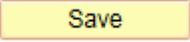
There are three fields that can be updated on a charitable deduction after it has been added:

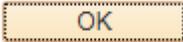
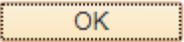
- The amount in the **Enter Amount to be deducted** field.
- The amount in the **Take deduction until I reach this Goal Amount** field.
- The date in the **Enter Deduction Stop Date** field.

Note: All charitable deductions stop at the end of the calendar year, unless you designate an earlier date or goal. If you want your charitable deduction to be effective in the next year, add a new deduction using the steps beginning on page 2.

To update a charitable deduction, follow the instructions below.

ACTION	RESULT
1. To update a charitable deduction that appears on the Voluntary Deductions page, select the Edit  button to the right of the deduction you want to change.	Change My Future Voluntary Deductions or Change My Current Voluntary Deductions page displays.
2. In the Enter Amount to be deducted field, enter the amount you want deducted each pay period. You may increase or decrease the amount. However, you may not enter a negative amount and you must enter an amount that is 1.00 or greater.	
3. In the Take deduction until I reach this Goal Amount field, enter the goal amount. This is an optional field. The deduction stops automatically when this dollar amount has been deducted. You may increase or decrease this amount. However, the amount cannot be decreased to an amount that is less than what appears in the Enter Amount to be deducted field or the system-calculated Current Balance field at the bottom of the page.	
4. In the Enter Deduction Start Date field: <ul style="list-style-type: none"> • The date remains the same when changing a future deduction (one that hasn't become effective yet). • The date automatically changes to the current date when changing a current deduction. This field is system-generated and is grayed out. You cannot change it.	

ACTION	RESULT
5. In the Enter Deduction Stop Date field, enter the date you would like the deduction to stop. You can change this date; however, it cannot be changed to a date that is: <ul style="list-style-type: none"> • Earlier than the date in the Enter Deduction Start Date field. • Earlier than today's date. • Later than the last pay period end date in the calendar year. 	
6. Select the Save  button.	

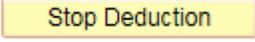
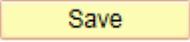
ACTION	RESULT
7. Choose one of the following: <ul style="list-style-type: none"> • If an error message displays, select the OK  button, fix the error and return to step 6. • Select the OK  button to return to the Voluntary Deductions page. The deduction you just updated displays. You have completed updating a charitable deduction. Repeat steps 1-7 if you have additional charitable deductions to update.	Note the message regarding the timing of when the deduction change will be reflected on your paystub.

To Exit

Action	Result
When you are finished with Charitable Donations, choose one of the following: <ul style="list-style-type: none"> • To return to State of MN Self Service page: <ul style="list-style-type: none"> ○ Select the Home  link in the upper-right corner of the page. - AND - ○ On the menu, select State of MN Self Service. • To exit Self Service, select the Sign out  link in the upper-right corner of the page. 	Self Service page displays. State of MN Self Service page displays. State of Minnesota Self Service sign in page displays.

Stop a charitable deduction

To stop a charitable deduction, follow the directions below.

ACTION	RESULT
<p>1. To stop a charitable deduction that appears on the Voluntary Deductions page, select the Edit  button to the right of the deduction you want to stop.</p>	<p>Change My Future Voluntary Deductions or Change My Current Voluntary Deductions page displays.</p>
<p>2. Select the Stop Deduction  button. The system will automatically change the date in the Enter Deduction Stop Date field. Depending on when the stop request was entered, and where that date falls within the pay period, the deduction will be stopped for the earliest possible pay period.</p> <p>NOTE:</p> <ul style="list-style-type: none"> • When stopping a future deduction (one that hasn't become effective yet) the date in the Enter Deduction Stop Date field automatically changes to the date that displays in the Enter Deduction Start Date field. • When stopping a current deduction, both the Enter Deduction Start Date and the Enter Deduction Stop Date fields change to the current date. 	
<p>3. Select the Save  button.</p>	
<p>4. Choose one of the following:</p> <ul style="list-style-type: none"> • If an error message displays, select the OK  button, fix the error and return to step 3. • Select the OK  button to return to the Voluntary Deductions page. The deduction you just updated displays. <p>You have completed stopping a charitable deduction. Repeat steps 1-4 if you have additional charitable deductions to update.</p>	<p>On the Voluntary Deductions page, the stopped deduction shows the updated Stop Date.</p>

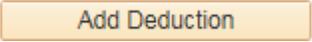
To Exit

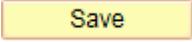
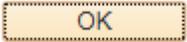
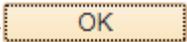
ACTION	RESULT
<p>When you are finished with Charitable Donations, choose one of the following:</p> <ul style="list-style-type: none"> • To return to State of MN Self Service page: <ul style="list-style-type: none"> ○ Select the Home Home link in the upper-right corner of the page. - AND - ○ On the menu, select State of MN Self Service. • To exit Self Service, select the Sign out Sign out link in the upper-right corner of the page. 	<p>Self Service page displays.</p> <p>State of MN Self Service page displays.</p> <p>State of Minnesota Self Service sign in page displays.</p>

Enter a one-time charitable deduction

Employees have the option of making their charitable donations in one lump sum. A charitable deduction can be entered that will be taken only once from an employee's pay. Beginning on October 1 each year, one-time deductions can only be entered for pay periods in the next calendar year.

To add a one-time deduction, follow the instructions below.

ACTION	RESULT
<p>1. On the Voluntary Deductions page, select the Add Deduction  button.</p>	<p>Add Voluntary Deduction page displays.</p>
<p>2. In the Type of Deduction field, select the Look up  button and select from the list the name of the charitable organization that will be receiving your deduction. You may need to use the scroll bar on the right to view the entire list of organizations from which you can select.</p>	
<p>3. In the Enter Amount to be deducted field, enter the amount that you would like to have deducted. Enter the amount using a decimal and omitting dollar signs. Twenty-five dollars should be entered as 25.00. Deductions do not need to be in even dollars. For example, you can enter 12.75, 6.33 or 4.50. You must enter an amount that is 1.00 or greater.</p>	
<p>4. In the Take deduction until I reach this Goal Amount field, enter the same amount that was entered in the Enter Amount to be deducted field. Since the deduction will stop automatically when this amount has been reached, the deduction will only be taken one time.</p>	

ACTION	RESULT
<p>5. In the Enter Deduction Start Date field, accept the default, enter a date, or select the Choose a date  button and select a date from the calendar that displays. The date you enter should be the date you want the charitable deduction taken.</p> <p><i>If you are adding the deduction during the Combined Charities Campaign, and your intention is to have the charitable deduction taken in the very first pay period of the upcoming calendar year, ACCEPT THE DEFAULT DATE in the Enter Deduction Start Date field.</i></p>	
<p>6. In the Enter Deduction Stop Date field, accept the default, or enter a date that is at least one month following the date that was entered in the Enter Deduction Start Date field.</p>	
<p>7. Select the Save  button.</p>	
<p>8. Choose one of the following:</p> <ul style="list-style-type: none"> • If an error message displays, select the OK  button, fix the error and return to step 7. • Select the OK  button to return to the Voluntary Deductions page. The deduction you just added displays. <p>You have completed entering a charitable deduction. Repeat steps 1-8 if you have additional charitable deductions to enter.</p>	<p>The voluntary deduction record that you entered was successfully saved. Note the message regarding the timing of when the deduction will be reflected on your paystub.</p>
<p>9. Optionally, select the Designations/Acknowledgements  button and follow the directions that display to either:</p> <ul style="list-style-type: none"> • Request an acknowledgement of your contribution • Request that a contribution be designated to a particular affiliated member of the charitable organization <p>Note: If you have any questions on the use of this application, send an email to this address: combinedcharities.dot@state.mn.us</p>	<p>You are redirected to the Charities Designation page.</p>
<p>10. After completing your request, you may return to the Self Service website.</p>	

To Exit

ACTION	RESULT
<p>When you are finished with Charitable Donations, choose one of the following:</p> <ul style="list-style-type: none"> • To return to State of MN Self Service page: <ul style="list-style-type: none"> ○ Select the Home Home link in the upper-right corner of the page. - AND - ○ On the menu, select State of MN Self Service. • To exit Self Service, select the Sign out Sign out link in the upper-right corner of the page. 	<p>Self Service page displays.</p> <p>State of MN Self Service page displays.</p> <p>State of Minnesota Self Service sign in page displays.</p>

Request an acknowledgement or designation

To request an acknowledgement or designation, follow the instructions below.

ACTION	RESULT
<p>1. To request an acknowledgement or designation for any charitable deductions that were previously added, on the Voluntary Deductions page, select the Designations/Acknowledgements Designations/Acknowledgement button.</p>	<p>You are redirected to the Charities Designation page.</p>
<p>2. Follow the instructions that display to either:</p> <ul style="list-style-type: none"> • Request an acknowledgement of your contribution • Request that a contribution be designated to a particular affiliated member of the charitable organization <p>Note: If you have any questions on the use of this application, send an email to this address: combinedcharities.dot@state.mn.us</p>	
<p>3. After completing your request, you may return to the Self Service website.</p>	

Problems and Solutions

Use the following guide to resolve problems. For additional help, contact your agency Payroll/HR office.

PROBLEM	SOLUTION
<p><i>Warning: Page has Expired</i> message displays.</p>	<p>This can be caused by using the back or forward buttons on your browser. Select the Refresh button on the browser to return to the Self Service page, where you can start over.</p> <p>To return to State of MN Self Service page:</p> <ul style="list-style-type: none"> • Select the Home  link in the upper-right corner of the page. - AND - • On the menu, select State of MN Self Service.
<p>I can't add a charitable deduction. An error message displays indicating that the start date must be sometime in the future between December of this year and December of the following year.</p>	<p>Beginning October 1, new charitable deductions can no longer be entered for the current calendar year. All transactions entered beginning October 1, will default with start and stop dates for the upcoming calendar year. Current or future deductions can be <i>updated</i> all year, but they stop at the end of the year.</p>
<p>My charitable deduction record was saved successfully, but I received a message about the Stop Date, and the system changed the stop date I had entered.</p>	<p>You can't add a charitable deduction that has a Stop Date that extends into the next calendar year, or includes a pay period that has days that are <i>worked</i> in the current year – but <i>paid</i> in the next calendar year. All charitable deductions stop at the end of the calendar year. To continue deductions for the next year you must ADD a new record.</p>
<p>A charitable deduction that has been taken from my paycheck does not appear on the Voluntary Deductions page.</p>	<p>Only current and future-dated charitable deductions display. Deductions that are no longer being taken because the Goal Amount or Stop Date has been reached are considered to be historical rows, and do not display.</p>
<p>There is no amount displaying in the Current Balance field.</p>	<p>An amount only displays in the Current Balance field if you completed the Take deduction until I reach this Goal Amount field.</p>

PROBLEM	SOLUTION
<p>The Save Confirmation message indicates, “The save was successful. However, due to timing, your change may not be reflected on the very next paycheck.” How can I tell for sure when the change will be effective?</p>	<p>Check with your agency payroll staff.</p>
<p>Charitable Deductions information that was entered has disappeared.</p>	<ul style="list-style-type: none"> • You may not have saved the record. • It may have been stopped. Once it is stopped, it is considered a historical record and only current and future records display.
<p>I need to document my charitable contribution for the Internal Revenue Service (IRS).</p>	<p>Printing the Voluntary Deductions page can be used in place of a pledge card to meet the IRS regulations.</p>