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Subject : United Way Charitable Campaign

Good morning, HR Liaisons,

Please forward the information below to the people in your office/division. If you still have not received the brochures and contribution forms, please let me know. Thanks for all of your help!

Jordan

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Good morning,

Fall is here and that means it is time for the annual United Way Charitable Campaign. United Way isn't just helpful to communities, it's crucial. When it comes to the financial stability, education, and health of our state, United Way doesn't just donate or make quick fixes, they work to figure out what our community needs and make real change. Your contributions make this possible.

Your gift is sent to your local United Way (identified by home zip code) where it can impact critical needs in your home community. Please visit [www.liveunitedsc.org](http://www.liveunitedsc.org) for more information.

The 2014 State Employee Charitable Campaign **will end Friday, December 5th**. There are four options for giving:

- Payroll Deduction
- Check
- Credit Card (Visa, MC or American Express)
- Cash

Starting a new United Way deduction:

1. Log into MySCEmployee
2. Click the "Employee Self-Services" tab
3. Click on "My Pay", then "Voluntary Deductions (Recurring)"
4. Select "New", select the effective date, then deduction type "2200 United Way"
5. Enter the desired donation amount and click "Save"

Changing an existing United Way deduction:

1. Log into MySCEmployee
2. Click on "My Pay", then "Voluntary Deductions (Recurring)"
3. Highlight United Way-2200 and click "Edit"
4. Make the appropriate changes and click "Save"

**If you would like to give via cash/check/credit card, please fill out the "One Time Contribution/Special Event Form". You may contact your HR liaison or me for this form. Forms and donations must be returned to Jordan Murphy in Board HR by December 5th.**

Thank you all and remember, great things happen when we LIVE UNITED.

## **Ms. Jordan Murphy**

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