Combined Federal Campaign

Langley Research Center

2012 Combined Federal Campaign

LaRC Organizational Points of Contact and Key Worker Training

October 2, 2012

Update as of 11-26-2012

Combined Federal Campaign

Agenda

Langley Research Center

Welcome	**Frank Peri**
CFC Overview	**Frank Peri**
Video	
Financial Chair	**Cathy Murray-Wooddell**
Q&A	

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2012 CFC Team

Langley Research Center

- Chair – Frank Peri
- Vice Chair – Cathy Mangum
- Executive Secretary – Cindy Sumrell
- Financial Chair – Cathy Murray-Wooddell
- Publicity Chair – Denise Lineberry
- Loaned Executive – Cliff Obara
- Employee Express – Help Desk (888-353-9450)
- ***You!***

2012 CFC Awareness Events

The Langley CFC committee has planned several events to highlight our campaign. Please attend the events and show your support for the CFC!

To obtain details about the events, go to the events page at http://cfc.larc.nasa.gov

CFC Overview

- Our opportunity to expand our continuation of caring, community support, and goodwill to charitable causes, locally and around the world

- Campaign will begin today (October 2, 2012) and will end on December 15, 2012

- This year's financial goal is $381,959

- This year's theme: "Give a Little. **HELP A LOT"**

- CFC Web Site: http://cfc.larc.nasa.gov/ is available
  - Continuing to update website with CFC data
  - For general information only

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Your Investment Helps

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- $4 per month can provide meals for two weeks for a senior citizen
- $5 per month can buy and protect one acre of unprotected tropical rainforest
- $8 per month can provide food and shelter for the night for eight homeless people
- $10 per month can buy an emergency shelter for an earthquake victim
- $11 per month can plant five trees in an urban area
- $15 per month can provide four therapy sessions for a child with cerebral palsy
- $15 per month can provide a career workshop for 15 women returning to work
- $17 per month can provide CPR training for 12 childcare providers
- $18 per month can provide three home visits by a nurse to a stroke victim
- $22 per month can provide life skills training for five young teens
- $23 per month can provide one night of protective services for 14 abused children
- $24 per month can provide safe water to villagers by constructing new wells
- $26 per month can provide six days of emergency shelter for a family of four
- $29 per month can provide an adaptive tricycle for a disabled child
- $30 per month can provide 30 homeless women and children food/shelter for one night
- $40 per month can fund training to get a young man out of a gang and into a real job
- $44 per month can provide two months of home-delivered meals for a senior shut-in

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Key Worker Responsibilities

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- Attend key worker training
- Get to know the campaign materials, especially the donor brochure
- Become familiar with how to enter contributions in Employee Express
- Help publicize events
  - Encourage your peers to attend all CFC functions
- Make sure your co-workers are aware of this year's contribution gift
  - Only one level of giving ($150)
- All contributions should be made through Employee Express. A manual pledge form will be available on a case-by-case basis.
  - Collect pledge forms as soon as possible when pledges are made
  - Contractors should not be solicited but if they ask they can make a cash/check contribution via manual pledge form
  - After each pledge form is turned in, please give an immediate thank you to each donor
- Follow-up with co-workers throughout the campaign
- Distribute appreciation awards promptly

Contribution Gift

This is the second coin in an annual series and makes a great collectable!

All donations at the <u>$150 Level</u> will receive Coin & Smart Card good for discounts at area merchants for a full year!

Video

https://www.dropbox.com/sh/ytcfig56veu7qh8/_R9jUKsnK-/MoreThanABill_720p.mp4

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Keys to Success

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- **Play an active role!**
  - Brief CFC kick-off at next staff meeting; use the video
  - Have your Manager visibly show support
  - Highlight CFC events each week to your staff
  - Be the energizer for getting your team involved in CFC activities during campaign
- **Show your personal commitment and enthusiasm**
- **Have personal (face-to-face) and complete (100%) contact with your assigned employee group(s)**

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Cathy Murray-Wooddell
LaRC 2012 CFC Financial Chair
864-2059
Building 1195A, Room 257

(located in Legal's old suite, *NOT* in 1195C room 257 which is located near fire station)

Employee Express Help Desk
(888) 353-9450

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Combined Federal Campaign (CFC) Online Donation Process via Employee Express

Last Revised: September 7, 2012

Developed by: NEACC NASA Enterprise Applications Competency Center

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Procedures:

1. Open your preferred internet browser

2. Enter the URL for the NASA HR Portal at: https://hr.nasa.gov and Select

   a. Employee Express from the Systems Launcher
      i. Enter your Employee Express ID and Password in the pop up box

      or

   b. Insert your PIV Smartcard and select Employee Express (PIV) from the Systems Launcher
      i. Enter your Smartcard PIN and select the Certificate that shows Smartcard logon

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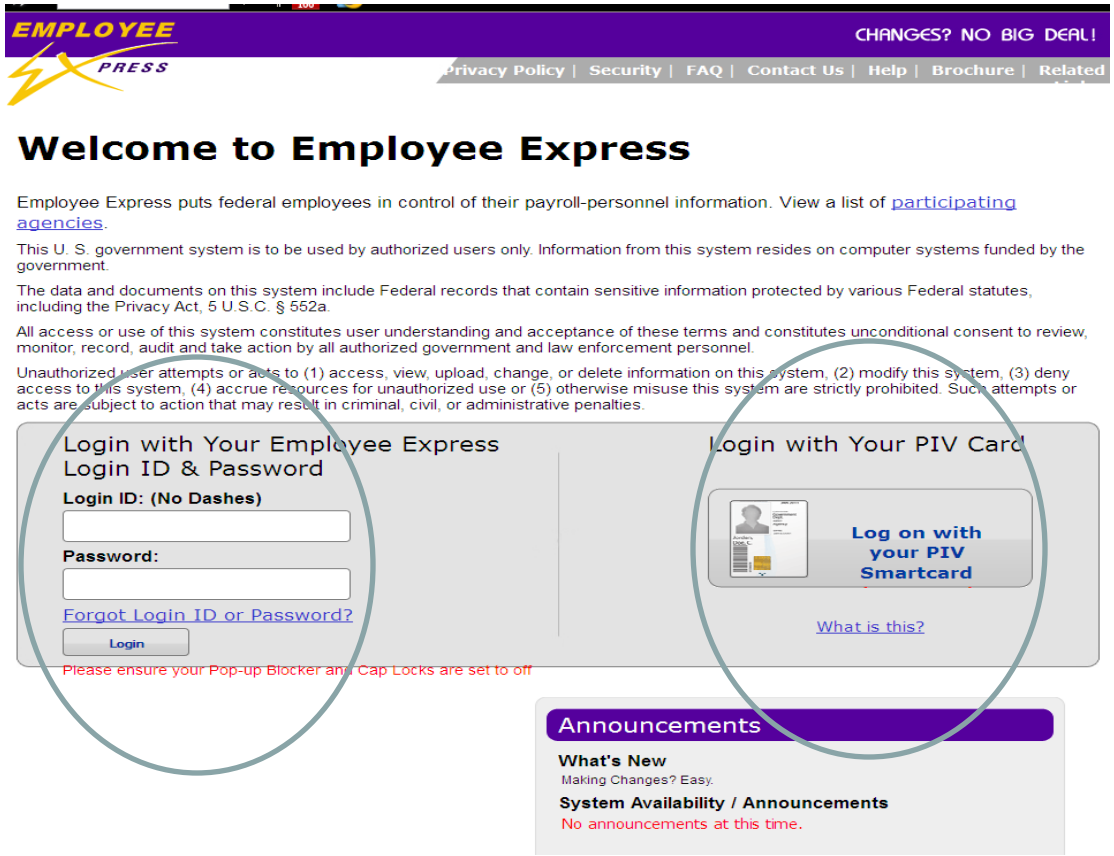
OR
Enter the URL for the Employee Express Website:
https://www.employeeexpress.gov/

4. **Login with Your Employee Express Login ID & Password**
   a) **Enter your Employee Express ID and Password in the box**
   b) **Click**

or

5. **Insert your PIV Smartcard**
   a. **Click the**



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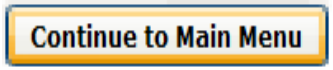
6. **After reviewing the Security Alert Message, Check the box "I have read the above information" and Click**



- **Employee Express – Security Alert Message**

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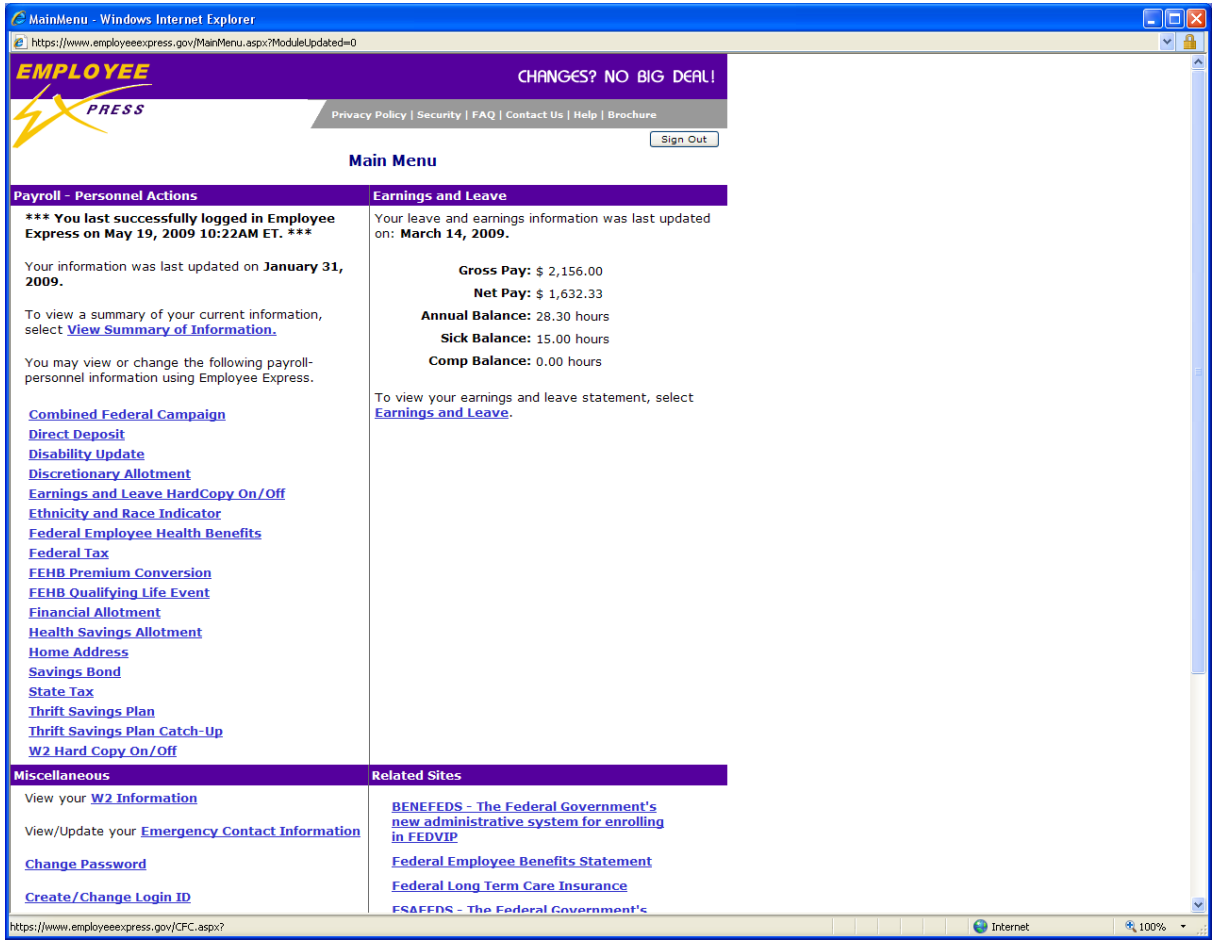
7. At the Main Menu, select the link for Combined Federal Campaign under the Payroll – Personnel Actions section of the page

❖The CFC link is available in EEX based on the begin/end dates provided to OPM by the PCFO (regional campaign manager). If no dates are provided, the CFC link is available through the duration of the CFC Open Season, as defined by OPM

- **Employee Express – Main Menu**



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- **Employee Express – CFC Select Charities**

❖ **The contribution dates and amounts at the top of the page represent the information from your previous donation**

8. **Before searching and selecting charities, designate the appropriate contribution method. Select Payroll Deduction or Cash Donation using the appropriate radio buttons.**

❖ **Employees who desire to contribute both a Payroll deduction and a Cash donation, must do so in THAT order (Payroll first, Cash second). If contributions are submitted in the opposite order, the Payroll deduction will overwrite the Cash donation. If this happens, employees will have to re-enter their cash donation after they submit their Payroll deduction.**

EMPLOYEE EXPRESS

CHANGES? NO BIG DEAL!

Privacy Policy | Security | FAQ | Contact Us | Help | Brochure

Main Menu | Sign Out

Combined Federal Campaign Select Charities

Your current contribution is **$0.00**.

Once you save a new action, it will be effective **January 02, 2011**.

Pay Period Contribution:	$ 0.00
Total CFC Gift:	$ 0.00

Steps to Get Started:

1. Select your charity by selecting a search option at the bottom of the page.
2. Enter the search criteria to locate your charity.
3. Add your charity to your cart.
4. Repeat Steps 1 – 3 if you wish to add other charities.
5. When you have finished selecting all of your charities, click the "Save Selected Charities and Continue" button.

Charitable Organizations.

Please use the search below to select the charitable organizations to which you would like to contribute. You will be able to add up to 30 charitable organizations to your cart. When you have completed your selection of charities, click on the "Save Selected Charities and Continue" button below and you will be able to specify how much you wish to contribute.

Save Selected Charities and Continue

Please choose contribution method:	◉ Payroll Deduction ○ Cash Donation
You can submit the following:	* Payroll Deduction * Cash donation (cash or check) * Payroll deduction and one Cash donation
Once submitted, Payroll deductions can not be cancelled through Employee Express, contact your payroll or HR office for assistance.	

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- **Employee Express – CFC Select Charities**

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9. **If the <u>Payroll Deduction</u> contribution method is selected, go to step 13 to search for and select the charities to designate for your donation.**

Please choose contribution method:	◉ Payroll Deduction ○ Cash Donation
You can submit the following:	* Payroll Deduction * Cash donation (cash or check) * Payroll deduction and one Cash donation
Once submitted, Payroll deductions can not be cancelled through Employee Express, contact your payroll or HR office for assistance.	

10. **If you have already made a Payroll Deduction and wish to also make a Cash Donation or just want to make a Cash Donation only, select the <u>Cash Donation</u> radio button.**

11. **After you choose the Cash Donation button, select whether your Cash Donation will be by <u>Cash</u> or <u>Check</u>.**

Please choose contribution method:	○ Payroll Deduction ◉ Cash Donation
Please choose cash or check:	◉ Cash ○ Check
You can submit the following:	* Payroll Deduction * Cash donation (cash or check) * Payroll deduction and one Cash donation
Once submitted, Payroll deductions can not be cancelled through Employee Express, contact your payroll or HR office for assistance.	

12. **If Check is selected, type your check number in the Check Number box.**

NOTE: Once submitted, Payroll deductions can not be cancelled through Employee Express, contact your payroll or HR office for assistance.

Please choose contribution method:	○ Payroll Deduction ◉ Cash Donation
Please choose cash or check:	○ Cash ◉ Check
Check Number:	
You can submit the following:	* Payroll Deduction * Cash donation (cash or check) * Payroll deduction and one Cash donation
Once submitted, Payroll deductions can not be cancelled through Employee Express, contact your payroll or HR office for assistance.	

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- **Employee Express – CFC Select Charities**

13. To search for and select the charities to designate your donation, scroll down to the Search for a Charitable Organization section of the page

14. Using one of the four types of searches, enter the information in the place provided and click the appropriate Search button Charity Code Search to execute the search.

15. Once you click the appropriate search button, the page will automatically move back up to the top of the page. Scroll down below the Search for a Charitable Organization area to the Search Results area of the page to view your search results

Search for a Charitable Organization.

There are four types of searches. Pick the one you wish to use, enter the information in the place provided and click the appropriate Search button to execute the search.

If you wish your contribution to be distributed proportionately to all international organizations that receive designated gifts, you can enter the code "IIIII" for the 5 Digit Charity Code.

Search by 5 Digit Charity Code:

5 Digit Charity Code: (Example: **12345**)

Charity Code Search

Search by Charitable Organizations Name:

Organization Name: (Example: **My Favorite Charity**)

Charity Name Search

Search by Service Category (Taxonomy Code):

A - Arts, Culture & Humanities
B - Educational Institutions & Related Activities
C - Environmental Quality, Protection & Beautification
D - Animal Related

To be included in search results, charities...

...must match ALL program areas

Service Category Search

Composite Search - Enter any search criteria below:

** Leaving fields blank may result in a large number of search results.*

Starting Administrative %: Range to search - Example: **10.9** and **15.1**

Ending Administrative %:

Keyword(s):

Any Words(with **at least one** of the words)

All Words(with **all** of the words)

Exact Match(with the **exact matching phrase**)

Organization Category: NATIONAL/INTERNATIONAL AGENCIES (ALL)

Composite Search

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16. From the search results listing, add a charity to your list by clicking [Add to Cart] for your selected charity.

❖ You can add up to 30 charitable organizations to your cart

17. After you add a charity to your cart, the page will automatically move back to the top. In the Charitable Organizations section of the page you will see the charities that you have added to your cart.

❖ If you want to remove a charity from your cart, check the delete box [☑ Delete] for the charity or charities that you want to remove. Then click [Remove Deleted Charities] to permanently remove the charity or charities from your list

18. When you have completed your selection of charities, click [Save Selected Charities and Continue] to select your donation amount(s)

❖ After selecting 'Save Selected Charities and Continue' the user can log out and return to this portion of the contribution, if necessary

Search Results - Search By Charitable Organizations Name:

Search Results: 67 matches found.

1 2 > >| All

Charity Code:	88906	**Charity Name:**	American Cancer Society South Atlantic Div Inc	**Location:**	LOCAL AGENCIES
EIN#:	580659875	**Legal Name:**	American Cancer Society Inc		
Phone Number:	404-816-7800	**Web Address:**	www.cancer.org	**Administrative:**	2.1%
Charity Description:	Nationwide community-based voluntary health organization that provides programs and services in Metro-Atlanta that are dedicated to eliminating cancer as a major health problem.				
Category:	H,E,P				
			Add to Cart		
Charity Code:	64028	**Charity Name:**	Breast Cancer Foundation The Susan G Komen - Great	**Location:**	LOCAL AGENCIES
EIN#:	581959763	**Legal Name:**	SUSAN G KOMEN BREAST CANCER FOUNDATION		
Phone Number:	404-459-8700	**Web Address:**	www.komen-atlanta.org	**Administrative:**	11.5%
Charity Description:	Dedicated to breast health education and breast cancer screening and treatment program at the community level. Host Komen Race for the Cure.				
Category:	P,E,H				
			Add to Cart		
Charity Code:	27889	**Charity Name:**	Childhood Cancer Alliance - Rally for Research	**Location:**	LOCAL AGENCIES
EIN#:	201950849	**Legal Name:**	RALLY FOUNDATION INC		
Phone Number:	678-507-1021	**Web Address:**	www.rallyfoundation.org	**Administrative:**	13.1%
Charity Description:	Childhood cancer is a #1 disease killer of children. Families are desperate to beat the cancer. We raise funds strictly for childhood cancer research.				
Category:	H,T,S				
			Add to Cart		

Charitable Organizations.

Please use the search below to select the charitable organizations to which you would like to contribute. You will be able to add up to 30 charitable organizations to your cart. When you have completed your selection of charities, click on the "Save Selected Charities and Continue" button below and you will be able to specify how much you wish to contribute.

Organization	Charity Code	Remove
* 4 Paws for Ability, Inc. (NATIONAL\INTERNATIONAL AGENCIES)	59894	☑ Delete

[Save Selected Charities and Continue]

Please choose contribution method:	⦿ Payroll Deduction ○ Cash Donation
You can submit the following:	* Payroll Deduction * Cash donation (cash or check) * Payroll deduction and one Cash donation
Once submitted, Payroll deductions can not be cancelled through Employee Express, contact your payroll or HR office for assistance.	

To remove a charitable organization from your cart, click the delete box for that charity. To update your selection, click on the "Remove Deleted Charities" button below.
Once you have completed your selection of charities, click on the "Save Selected Charities and Continue" button above and you will be able to specify how much you wish to contribute.

[Remove Deleted Charities]

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19. You can now designate your total gift amount and the amount(s) to be designated to your chosen charities. To change your Total CFC Gift, type in the new Pay Period Contribution or Cash Contribution in the appropriate box in the New column

	Current	New
Pay Period Contribution:	100.00	$ 100.00
Total CFC Gift:	2600.00	$ 2600.00

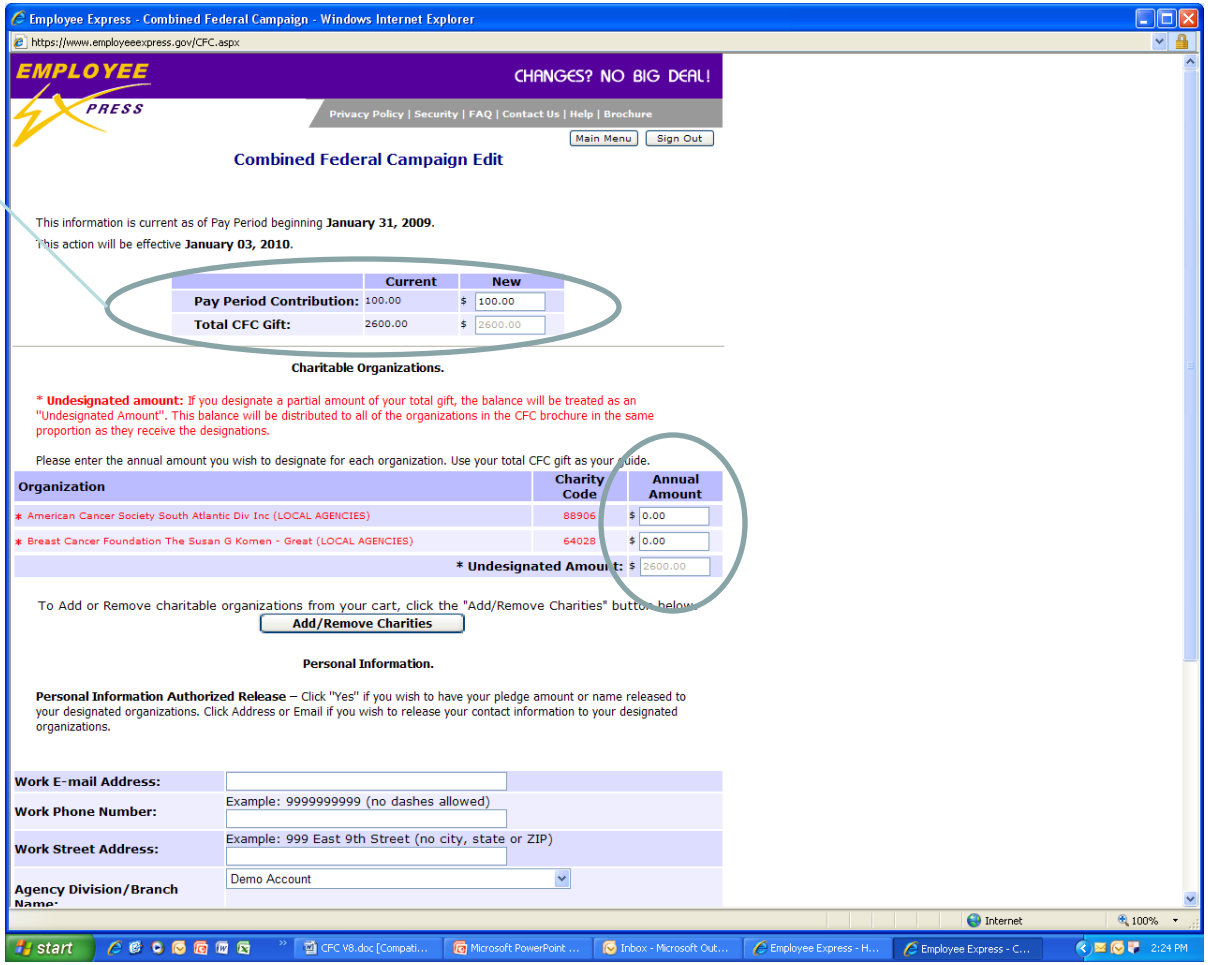
Your Total CFC Gift amount will automatically change based on your Pay Period Contribution entry

20. After you have decided on a Total CFC Gift amount, you can now designate the annual amount for each charity. Enter the designated amount in the Annual Amount box for each

	Charity Code	Annual Amount
	88906	$ 0.00
	64028	$ 0.00
* Undesignated Amount:		$ 2600.00

*** Undesignated amount: If you only designate a partial amount of your total gift, the balance will be treated as an "Undesignated Amount". This balance will be distributed to all of the organizations in the CFC brochure in the same proportion as they receive the designations.**

- **Employee Express – Combined Federal Campaign Edit**



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21. After designating your donation amount(s), scroll down to the Personal Information section and enter the required information. At a minimum, an E-mail Address or Phone Number and a Work Street Address must be provided.

22. Next, select your Agency Division / Branch from the drop-down menu.

23. The remaining Yes/No questions pertain to the Authorization to release your personal information in reference to your donation, or to receive Recognition (if eligible) from your local campaign. Click "Yes" if you wish to have your pledge amount or name released to your designated organizations. Click Address or Email if you wish to release your contact information to your designated organizations. Click “Yes” if you wish to receive eligible recognition from your local campaign.

24. When complete, click SAVE

- **Employee Express – Combined Federal Campaign Edit**

To Add or Remove charitable organizations from your cart, click the "Add/Remove Charities" button below.

Add/Remove Charities

Personal Information.

Personal Information Authorized Release – Click "Yes" if you wish to have your pledge amount or name released to your designated organizations. Click Address or Email if you wish to release your contact information to your designated organizations.

Work E-mail Address:	
Work Phone Number:	Example: 9999999999 (no dashes allowed)
Work Street Address:	Example: 999 East 9th Street (no city or state)
Agency Division/Branch Name:	Select an Agency/Bureau National Aeronautics and Space Administration
Amount Release Authorization:	Yes No
Recognition Release Authorization:	Yes No If Yes is selected, I wish to receive a recognition/appreciation gift if offered by my campaign and I qualify. (Contact your local campaign for details.)
Name Release Authorization:	Yes No
Contact Release Authorization:	By Address By Email Neither

SAVE CANCEL

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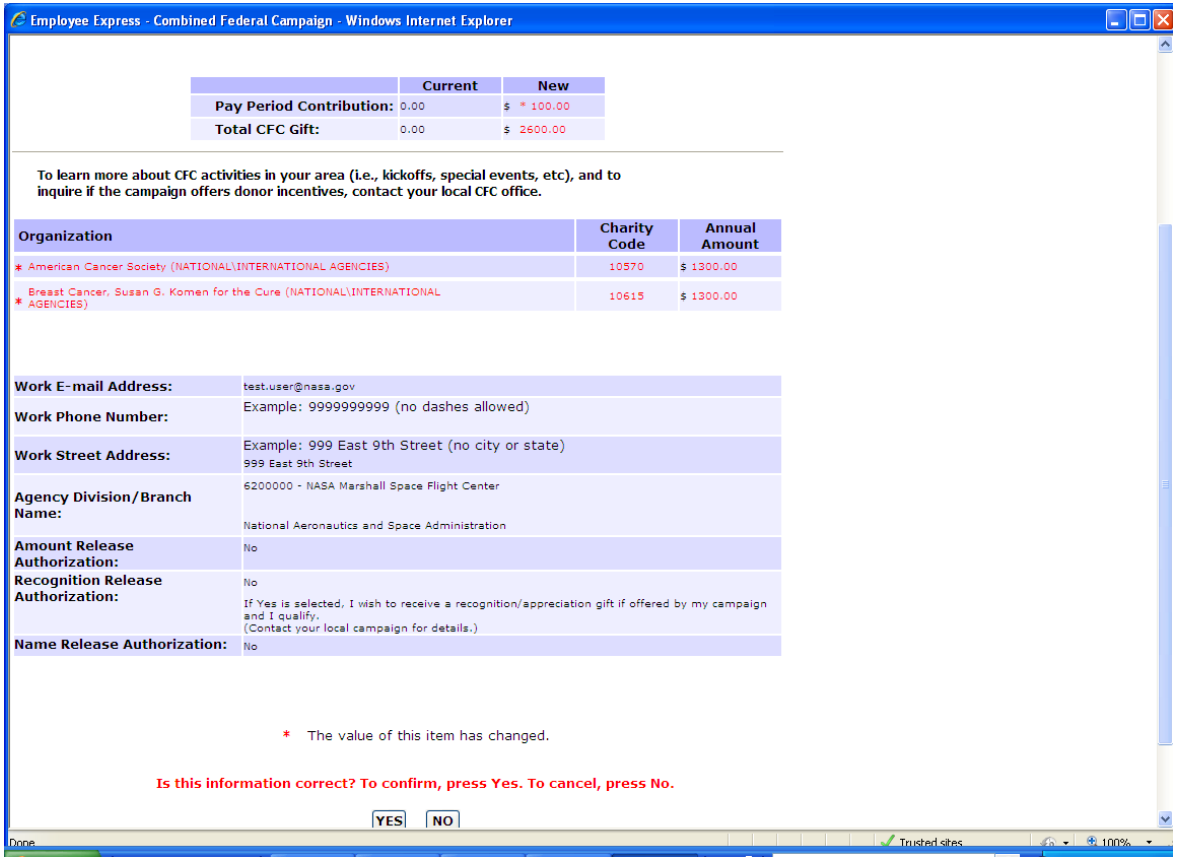
25. Review your saved information to ensure that it is correct. To confirm, click YES or to cancel, click NO

* Clicking NO will send you back to the Edit page.

- **Employee Express – CFC Confirmation**



Employee Express - Combined Federal Campaign - Windows Internet Explorer

	Current	New
Pay Period Contribution:	0.00	$ * 100.00
Total CFC Gift:	0.00	$ 2600.00

To learn more about CFC activities in your area (i.e., kickoffs, special events, etc), and to inquire if the campaign offers donor incentives, contact your local CFC office.

Organization	Charity Code	Annual Amount
* American Cancer Society (NATIONAL\INTERNATIONAL AGENCIES)	10570	$ 1300.00
* Breast Cancer, Susan G. Komen for the Cure (NATIONAL\INTERNATIONAL AGENCIES)	10615	$ 1300.00

Work E-mail Address:	test.user@nasa.gov
Work Phone Number:	Example: 9999999999 (no dashes allowed)
Work Street Address:	Example: 999 East 9th Street (no city or state) 999 East 9th Street
Agency Division/Branch Name:	6200000 - NASA Marshall Space Flight Center National Aeronautics and Space Administration
Amount Release Authorization:	No
Recognition Release Authorization:	No If Yes is selected, I wish to receive a recognition/appreciation gift if offered by my campaign and I qualify. (Contact your local campaign for details.)
Name Release Authorization:	No

* The value of this item has changed.

Is this information correct? To confirm, press Yes. To cancel, press No.

YES NO

Done Trusted sites 100%

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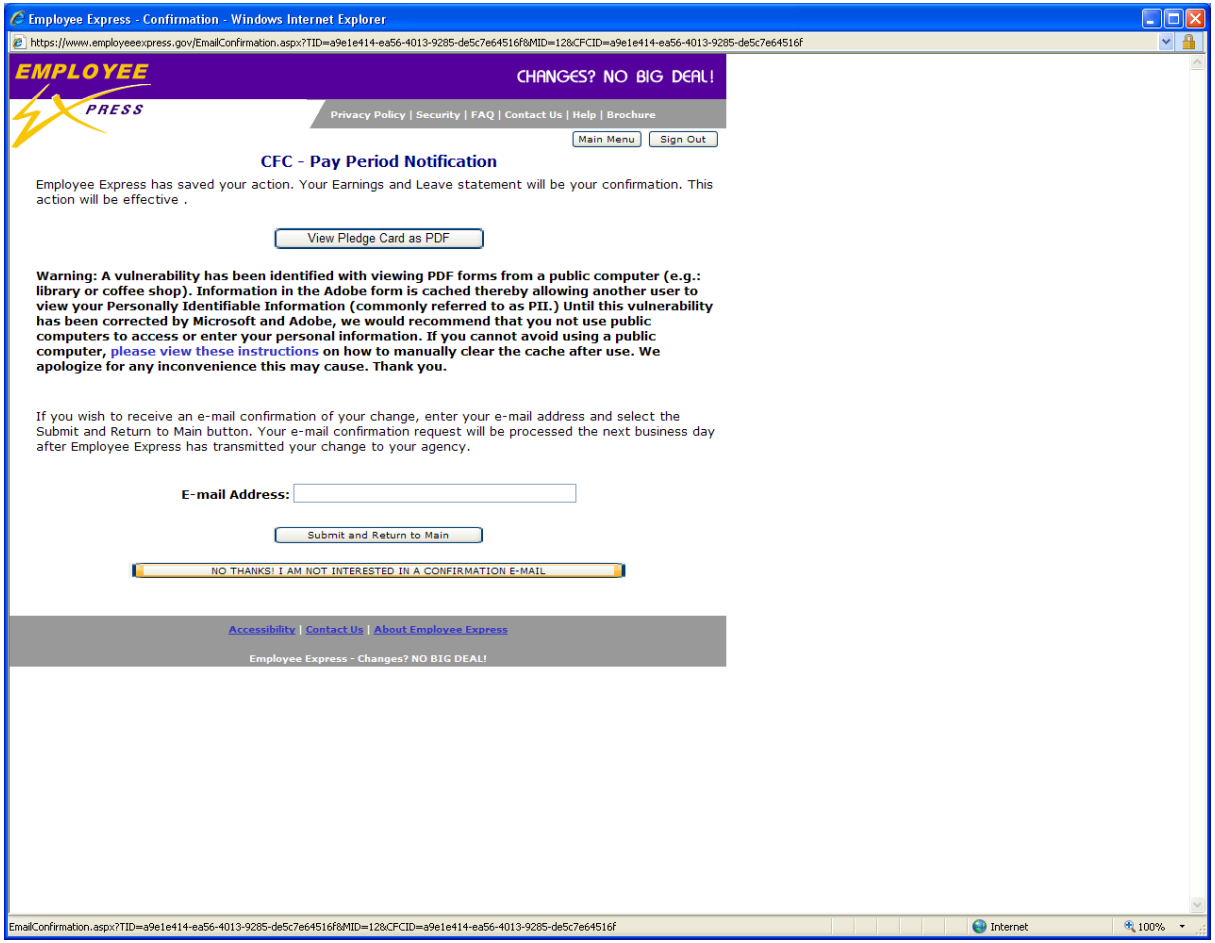
- **Employee Express – CFC – Pay Period Notification**



26. Now that your action has been saved, you can click

View Pledge Card as PDF

to view your pledge card based on the information you just submitted.

27. If you wish to receive an e-mail confirmation of your change, enter your e-mail address in the E-mail Address box and click

Submit and Return to Main

28. If you do not want to receive a confirmation E-mail, click

NO THANKS! I AM NOT INTERESTED IN A CONFIRMATION E-MAIL

to return to the main menu

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- **The picture to the right is an example of the EEX CFC Pledge Card Receipt when the** View Pledge Card as PDF **button is selected.**

EEX CFC Pledge Card Receipt

CFC Campaign No. 0941

NAME (LAST) FIRST MIDDLE INITIAL	AGENCY REPORTING ID	SOCIAL SECURITY NUMBER
DEADRICK DAVID A	1000000 - NASA HEADQUARTERS	***** 3350
WORK ADDRESS & ZIP CODE		WORK PHONE
21 TEST STREET		999-999-9999

CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided.

ALLOTMENT SOURCE	*AMOUNT*	*INTERVAL*	*TOTAL GIFT*	CHARITY CODE	ANNUAL AMOUNT
CIVILIAN PAYROLL		x 26 pay periods			

Check / Cash Amt: $50.00 Check Number: _____

(make check payable to the Combined Federal Campaign)

Date of Contribution: 09-02-2010

59894 — $50.00

CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card.

DESIGNATED GIFT: To designate one or more charities or federated groups that appear on the list provided, fill the charity or federal code(s) and dollar amounts above.

To learn more about CFC activities in your area (i.e., kickoffs, special events, etc), and to inquire if the campaign offers donor incentives, contact your local CFC office.

RECOGNITION OPTIONS

In order to protect your information and maintain confidentiality, each field below requires two steps. Your information will NOT be released unless the field is filled in AND the box is checked. By completing the line(s) below AND checking the box, your name along with the corresponding information will be released to your designated charities.

☐ Pledge Amount: _____

☐ Home Address: _____

☐ Home E-Mail: _____

PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Goverment by which I may be employed during the next year to deduct the amount(s) shown above from my pay each pay period during next year starting with the first pay period in January and ending with the last pay period in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization can only be revoked by me through arrangements made with my servicing personnel or payroll directly.

SIGNATURE Electronic DATE 09-02-2010

Contributor - Keep for Personal Tax Records

OPM 1654
Revised January 2010

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- **Employee Express – CFC – Override Pending Contribution**

29. **Now that your contribution has been submitted, you can click YES to override the contribution and make additional changes. You can modify the charities, the amounts pledged, or the recognition / release indicators**

NOTE: Once submitted, Payroll deductions cannot be cancelled through Employee Express, contact your payroll or HR office for assistance.

Employee Express - Combined Federal Campaign - Windows Internet Explorer

Work E-mail Address:	TEST.USER@NASA.GOV
Work Phone Number:	Example: 9999999999 (no dashes allowed) 2565449999
Work Street Address:	Example: 999 East 9th Street (no city or state) 999 EAST 9TH STREET
Agency Division/Branch Name:	6200000 - NASA MARSHALL SPACE FLIGHT CENTER
Amount Release Authorization:	Yes
Recognition Release Authorization:	Yes If Yes is selected, I wish to receive a recognition/appreciation gift if offered by my campaign and I qualify. (Contact your local campaign for details.)
Name Release Authorization:	Yes
Street 1:	1028 RISON AVENUE
Street 2:	
Street 3:	
City, County, State:	HUNTSVILLE , MADISON , AL
ZIP:	35801-0000

View PDF Pledge Card

Warning: A vulnerability has been identified with viewing PDF forms from a public computer (e.g.: library or coffee shop). Information in the Adobe form is cached thereby allowing another user to view your Personally Identifiable Information (commonly referred to as PII.) Until this vulnerability has been corrected by Microsoft and Adobe, we would recommend that you not use public computers to access or enter your personal information. If you cannot avoid using a public computer, please view these instructions on how to manually clear the cache after use. We apologize for any inconvenience this may cause. Thank you.

Do you want to override the above pending transaction?

YES NO

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Manual Process

Developed by:

NASA Enterprise Applications Competency Center

Paper Pledge Form

- Employees continue to have the option of completing a paper pledge form, in lieu of completing an electronic pledge form
- **Contractors can participate in CFC** by making a one time contribution using the paper pledge form. Contractors cannot contribute through payroll deduction.
- All paper pledge cards and cash contributions should be turned in to Cathy Murray-Wooddell (B1195A, R257)

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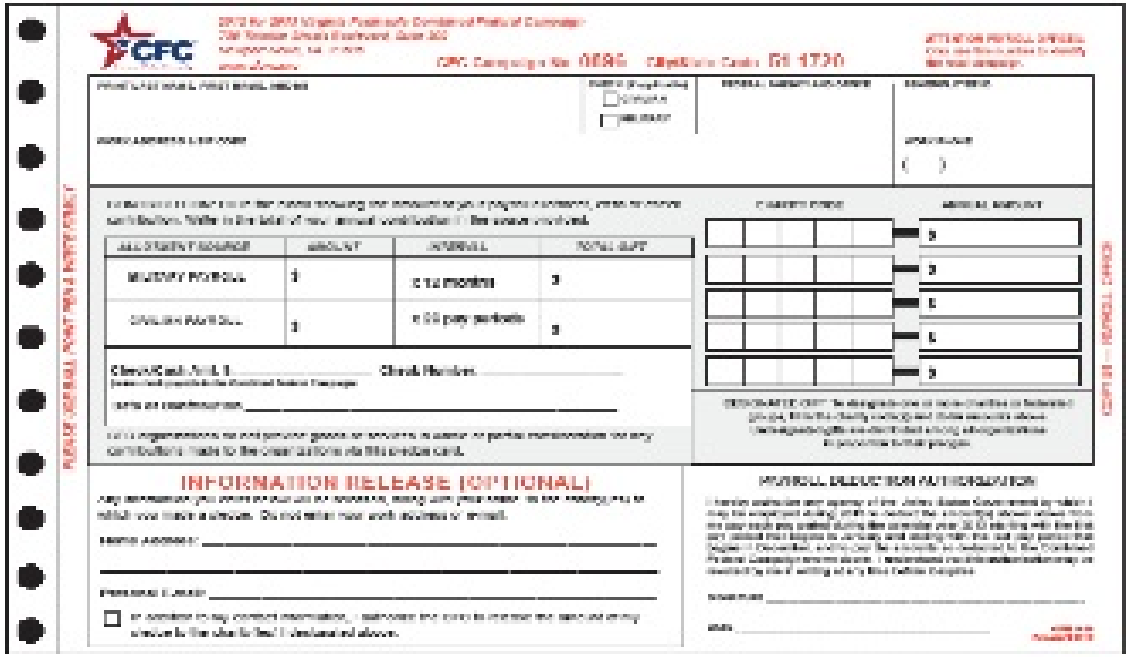
Paper Pledge Form

Langley Research Center

CFC PLEDGE FORM

- PRINT CLEARLY: Name, work address, telephone number and your Federal Agency. Check box for either military or civilian.
- Write monthly OR 26 pay-period deduction and the total. Fill-in five digit charity code(s) and annual amount(s).
- INFORMATION RELEASE (OPTIONAL): Complete if you want information released to your designated charity.
- Sign, date, enter SSN or Employee #. (SSN is blocked-out on copies 2 & 3.) SSN is only required for payroll office use. Cash/checks do not need SSN or signature. Make checks payable to Combined Federal Campaign.



- The Pledge form WHITE Copy (#1 - Payroll Office) goes inside the green report envelope and will be delivered to your payroll department for processing.
- The YELLOW Copy (#2 - Central Receipt) goes inside the green report envelope to be delivered to CFC office.
- The PINK Copy (#3 - Donor) is the donor's receipt.

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Who to Contact

Langley Research Center

- For assistance with Employee Express (questions/issues, etc) contact the Employee Express Help Desk
  - Online Help information is always available when using Employee Express. You may also reference the Frequently Asked Questions page for commonly asked questions.
  - If you need technical assistance while at work, you may contact the Employee Express Help Desk at 478-757-3030. From home, you may contact the Help Desk toll-free at 888-353-9450. Help Desk business hours are Monday through Friday 7:00 a.m. to 7:00 p.m. Eastern Time. During non-business hours, you may leave a message and a Help Desk representative will return your call within 1 business day (Monday-Friday).
  - You may also contact the Help Desk by sending a detailed e-mail message to EEXHelp@opm.gov with the following information:
    - Your name, your employing agency name , Your daytime phone number, a detailed description of your problem **(for security reasons, DO NOT include your Social Security Number (SSN), Login ID or Password in your message)**
  - Hearing impaired employees may access the TDD by calling 478-757-3117 or 1-888-880-0412. Visually impaired employees can access the Employee Express telephone system using their agency's designated telephone number.
  - Questions concerning specific personnel and payroll information, should be directed to your servicing personnel-payroll office.
  - Thank you for using Employee Express.