

# Employee Combined Campaign Pledge Process

**Step #1** – To access from a mobile device, home or public computer enter  
Username: ccc\_network\username (example: ccc\_network\xanders)  
Password (password used when logging into your Tri-C computer)  
<http://m.tri-c.edu/campaign> > Pledge > Make Your Pledge Now'

The Combined Campaign Pledge form will appear. Enter all information.

**Combined Campaign Pledge Form**

Fields marked with \* are required

* First Name:	First Name
* Last Name:	Last Name
* Tri-C ID (S Number):	60000000
* Department:	Department
* Email:	email@tri-c.edu
* Campus:	Campus
* Phone:	Phone

**Step #2** - Select the applicable employee type from the drop down box

\* Employee Type:

Faculty (Full-time Only)	<input type="checkbox"/>
Employees (All Classifications)	<input type="checkbox"/>

**Step #3** - Select preferred pay schedule option from the drop down box  
Option #1 - Authorizes deductions over all payrolls

**Enter amount with dollars and cents.**

**The form calculates total pledge based on employee type.**

Pay Schedule:	<input type="text" value="Deduct over all pays"/>
Payroll Deduction (amount per-pay):	\$ <input type="text" value="0.00"/>
Number of Pays:	<input type="text" value="26"/>
Total Pledge:	\$

Option #2\_- Authorizes deductions over a specific number of payrolls  
**Enter amount and number of pays. The form will calculate total pledge.**

Pay Schedule:	<input type="text" value="Deduct over limited number of pays"/>
Payroll Deduction (amount per-pay):	\$ <input type="text" value="5.00"/>
Number of Pays:	<input type="text" value="5"/>
Total Pledge:	\$25.00

Option #3 – Records a one time contribution via personal check.

**No payroll deductions will occur**

Pay Schedule:	<input type="text" value="One Time Contribution"/>
One-Time Contribution (no payroll deduction):	\$ <input type="text" value="0.00"/>
Payment via personal check only. Confirmation email will provide the address to send personal checks.	

**Step #4** – Allows an option for allocating your pledge to specific agencies within United Way and Community Shares. Select preferred recipient(s) from the drop down box.

Click on “Add “ button.

Select recipient agency from drop down.

Enter percentage of allocation. Must be whole percentage. (no decimals)

Repeat these steps to designate multiple agencies. Total must equal 100 percent.

Allocate to Contributing Agencies:	<input type="button" value="Add"/>		
Recipient:	Education	<input type="text" value="45"/>	%
	<input type="button" value="Remove"/>		
Recipient:	Income	<input type="text" value="25"/>	%
	<input type="button" value="Remove"/>		
Recipient:	Health	<input type="text" value="30"/>	%
	<input type="button" value="Remove"/>		
Total Percentage:	<input type="text" value="100"/>		%

**Step #5** – Review agreement and click on “submit” button to acknowledge terms and activate pledge.

**Agreement** This authorization replaces any prior authorization and will remain in effect until I submit a new authorization / change form at least 30 days prior to the month the change is to take effect. I understand my contributions may be eligible for tax deduction in the calendar year the deduction occurs.

Once you have submitted the form, the following confirmation will be sent to the email. The confirmation will include details of your pledge and allocation of funds.

Thank you for making your pledge to the Combined Campaign! While donations via payroll deduction are strongly encouraged, if preferred please mail personal check payments to: Brian Krejci, Director of Treasury Management, Cuyahoga Community College, 700 Carnegie Avenue, Cleveland OH 44115. Each check must be payable to the specific charity (United Way, Community Shares, or United Negro College Fund). If you wish to donate to more than one charity, separate checks payable to each one is required.

Please review your submission information and contact [Colleen Davis](#) at (216) 987-4749 if you notice any inaccuracies or have further questions.