

INSTRUCTIONS FOR USING 2013 EMPLOYEE DIRECT ONLINE GIVING SYSTEM

Go to <https://edirect.virginia.gov> and enter your username (usually firstnamelastname) and then your Password. Follow on screen prompts if you have never registered, or forgotten your username or password.

Welcome Personal Information Designations Pledge Payment Method Summary Confirmation

Welcome

We make it easy to Give! You may donate online through payroll deductions or with Visa or Mastercard. (See [refund policy for credit card donations](#)) Gifts of cash, checks, American Express or Discover cards may be made by using the paper pledge form. See your CVC coordinator for more information.

Get Ready: Have the names and codes for your favorite charities. If you want to search for charities that meet your own needs, go to <http://www.cvc.virginia.gov/directorylist.html> and look through over 1,000 charities. Jot down the names of the charities on your list. The Online Giving System allows you to select a charity from a drop-down list of charities in alphabetical order. There is a charity for every interest. To find a charity in your region or for a specific service area, go to <http://www.cvc.virginia.gov/cvccharitysearch.html>

Get Set: EmployeeDirect has pre-filled the information such as your name, address, and agency information for you. If the information displayed is NOT correct, please immediately contact your Human Resource representative or Payroll Officer. Changes to personal data made in this system will not update any other State records.

Go: To start giving, please click the button below and supply the requested information. Thank you for giving to the many charities in our campaign. You make it possible to help charities across Virginia, the nation, and abroad.

For more information, contact your CVC agency coordinator or email CVCStaff@dhrm.virginia.gov

Start

Make Pledge



Read the directions on screen (shown above)

Click on Make Pledge (see red arrow).

CVC Online Pledge

Virginia.gov

EmployeeDirect
The Portal for Virginia State Employees

Welcome Personal Information Designations Pledge Payment Method Summary Confirm

Personal Information

Your personal information has been pre-filled for you. If you need any changes to your information, please contact your Human Resource Office. Please click CONTINUE.

Pledge Year: 2013

Employee ID: 2599077

First Name: ANNE

Middle Initial: E

Last Name: WONDERMAKER

Address: 105 MAIN STREET

Address 2:

City: RICHMOND

State: VA

Zip Code: 23219

Email: WNDERMAKER@DHRM.VIRGINIA.GOV

Agency No.: 001

Sub Agency: aaa

Sub Unit: BBB

Check here if you would like to be recognized by the CVC for your gift. Your address and gift amount will be shared with the charities to which you make a contribution.

Continue



If you wish to use a PO Box or another address to receive CVC acknowledgement, change it here. It WILL NOT update your HR files.

Click on box indicated by red arrow if you want your charities to send you an acknowledgement. Click Continue.

CVC Online Pledge

Welcome | Order Information | Billing Information | Pledge Payments Received | Summary | Continue

Make Charity Designations

To make your charity designations, please follow the instructions below:

1. Click NEW
2. Click drop down arrow next to Charity Name to select the charity of your choice. Or you may click inside the box and type the name of the charity.
3. Enter the ANNUAL amount you wish to give to each charity in whole numbers, no decimals, no dollar signs. If you are giving by payroll deductions, the amount per paycheck will be calculated later.
Example 100.
4. Click UPDATE
5. You will then see the charity you selected and the donation amount.
6. To add another Charity – click NEW
7. Repeat steps 2-5 until you have entered all of your charity designations.
8. When finished making your designations, click CONTINUE.

Need Help Deciding?
[View Charity Directory](#)
[View Charity Profiles](#)

Charity		
#	Charity Name	Charity Amount
New No data to display		
		Sum= \$0.00

Follow these steps exactly.

Be sure to enter whole dollars, no dollar signs or decimals -- "100" and not "100.00" or "\$100".

Click UPDATE after each charity designation.

Click NEW to add additional charity designations.

Repeat for all of your chosen charities. Then click Continue.

Charity		
#	Charity Name	Charity Amount
Edit New Delete	Girl Scouts - Council of Colonial Coast	100
Edit New Delete	Susan G. Komen for the Cure - Tidewater Affiliate	50
		Sum= \$150.00

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My two choices are displayed correctly, so I'm ready to move on.

Click Continue.

EmployeeDirect

The Portal for Virginia State Employees

Welcome Personal Information Designations **Pledge Payment Method** Summary Confirm

Pledge Payment Method

Select your payment method and if necessary enter your information. Click CONTINUE when done.

Your annual pledge:

Select your payment method:

Please select
Please select
Payroll
Credit Card

Note: Online Credit Card gifts may be processed year through January 18. Additional credit card gifts may be made using a pledge card.

Additions or Changes to payroll deduction gifts made online may be entered through December 18. Each online payroll gift will replace your previous gift so check your confirmation carefully.

This screen shows my total annual giving amount (150). If you wish to change the amount, click 'back to designations' and edit.

If you are happy with your selection, choose your method of payment from the drop-down menu– Payroll (use once) or Credit Card (can be used multiple times). Click continue.

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Local in

Note: WE can only process one pledge per campaign via payroll deductions. If you decide to change, delete, or add charities to your designations by payroll deductions, you can log back in to Employee Direct and re-enter your selections. This over-rides your last transaction.

THE TRANSACTION ON YOUR RECORD ON THE LAST DAY OF PAYROLL DEDUCTIONS THROUGH EMPLOYEE DIRECT (DECEMBER 18) WILL BE THE ONE PROCESSED.

You may donate using your credit card for payment multiple times. Each time you use your credit card it automatically charges your card when you complete your pledge. To change a credit card pledge, contact your credit card vendor and ask that it be deleted so you can make a different pledge.

Online Credit Card gifts may be processed until the end of the campaign. Pledges made by credit card by 11:59 on December 31, will count as a tax deduction for the year in which it was made. Credit card gifts made after this time will be reportable on the next year's tax forms.

Pledge Payment Method

Select your payment method and if necessary enter your information. Click CONTINUE when done.

Your annual pledge:

Select your payment method:

Note: Online Credit Card gifts may only be made once per year through January 18. Additional credit card gifts may be made using a pledge card.

Additions or Changes to payroll deduction gifts made online may be entered through December 18. Each online payroll gift will replace your previous gift so check your confirmation carefully.

Since I selected Payroll from the drop down box, the system computed a per pay period deduction of \$6.25 per payday, * 24 pay periods.

If your total amount is a few cents higher, it is rounding to make it possible to process down to the nearest penny. I can continue towards "checkout" or go back and make adjustments to my pledge.

By Payroll Deduction

Your number of pay periods:

Amount to be deducted per pay period:

Your payroll deduction total:

Note: Due to rounding, there may be a slight difference between your payroll deduction total and the total amount pledged.

Recognize: Do not recognize pledge:

Charity Designations

[Edit](#)

Charity Name	Charity Amount
Girl Scouts - Council of Colonial Coast	100
Susan G. Komen for the Cure - Tidewater Affiliate	50

On this screen you can verify your name and address (*not shown in this example) and verify your designations. Last chance to edit!

Payment Details

[Edit](#)

Payment Method: Payroll
Your Total Annual Gift: \$150.00
Total Gift (After rounding) \$150.00
No. of Pay Periods: 24
Amt. Per Pay Period: \$6.25

It also shows your payment amounts.

Click on Submit Pledge -- OR Cancel entirely.

By submitting this CVC Pledge form electronically, you are authorizing your payroll officer to make the payroll deductions described above. If you are paying by credit card, you are authorizing your credit card to be charged with the amount above.

[Submit Pledge](#)

[Cancel](#)

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The Portal for Virginia State Employees

Welcome | Personal Information | Designations | Pledge Payment | Summary | **Confirmation**

Confirmation

PLEASE PRINT THIS PAGE FOR YOUR RECORDS

Thank you [redacted] for your pledge and for supporting the 2013 Commonwealth of Virginia Campaign.

Your Total Annual Gift: \$150.00
 Pay Method: Payroll
 Amt. Per Pay Period: \$6.25
 Pledge Date: 10/7/2013 3:14:08 PM

Your Designations

Charity Name	Charity Amount
Girl Scouts - Council of Colonial Coast	100
Susan G. Komen for the Cure - Tidewater Affiliate	50

Done

This next screen is your confirmation page. Be sure to print this page for your records. You cannot go back and view this confirmation, you can only go back and edit a payroll deduction pledge.

Your name will appear where the black box is. The transaction date is shown. This is important especially when using a credit card.

Keep a copy of this page for your records!

Congratulations, you've completed the process! Thanks for your donation.

Payroll deductions begin the first full pay period in January (for online and paper pledges).

Questions? Write to us: CVCStaff@dhrm.virginia.gov