



EMPLOYEE EXPRESS INSTRUCTIONS

EMPLOYEE CHANGES? NO BIG DEAL!

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Payroll - Personnel Actions	Earnings and Leave
<p>*** You last successfully logged in Employee Express on September 16, 2010 12:21PM ET. ***</p> <p>Please take time to update your Emergency Contact Information. Access this module from the Link in the Miscellaneous Section below.</p> <p>Your information was last updated on September 25, 2010.</p> <p>To view a summary of your current information, select View Summary of Information.</p> <p>You may view or change the following payroll-personnel information using Employee Express.</p> <ul style="list-style-type: none"> Combined Federal Campaign Direct Deposit Disability Update Discretionary Allotment Ethnicity and Race Indicator Federal Employee Health Benefits Federal Tax FEHB Premium Conversion FEHB Qualifying Life Event 	<p>Your leave and earnings information was last updated on: September 11, 2010.</p> <p style="text-align: center;">Gross Pay: Net Pay: Annual Balance: Sick Balance: Comp Balance:</p> <p>To view your earnings and leave statement, select Earnings and Leave.</p> <p>Please take time to update your Emergency Contact Information. See link under Miscellaneous heading.</p>

1) Sign in to Employee Express

2) Select **Combined Federal Campaign** from the left side of the Main Menu



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

- Scroll to the bottom of the page

Search for charities by any of the following:

1. Code
2. Name
3. Service category
4. Composite search

Search results appear at the bottom of the page

Search Results - Search By Charitable Organizations Name:

Search Results: 1 match found.

Charity Code:	10607	Charity Name:	Pancreatic Cancer Action Network	Location:	NATIONAL\INTERNATIONAL AGENCIES
EIN#:	330841281	Legal Name:			
Phone Number:	(877)272-6226	Web Address:	www.pancan.org	Administrative:	12.6%
Charity Description:	Nationwide network of people dedicated to working together to advance research, support patients and create hope for those afflicted by pancreatic cancer.				
Category:	G,H,T				

[Add to Cart](#)

Select "Add to Cart" for desired charities



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
* Pancreatic Cancer Action Network (NATIONAL\INTERNATIONAL AGENCIES)	10607	<input type="checkbox"/> Delete

Save Selected Charities and Continue

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

The selected charities will appear in your cart

Save Selected Charities and Continue

Or

Remove Deleted Charities and Search again



Your current contribution is **\$0.00**.

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

Pay Period Contribution:	\$ 25.00
Total CFC Gift:	\$ 650.00

Charitable Organizations.

*** Undesignated amount:** If you 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.

Please enter the annual amount you wish to designate for each organization. Use your total CFC gift as your guide.

Organization	Charity Code	Annual Amount
* Pancreatic Cancer Action Network (NATIONAL\INTERNATIONAL AGENCIES)	10607	\$ 650.00
* Undesignated Amount:		\$ 0.00

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 released to your designated organizations. Click Address or Email if you wish to release your contact information to your designated organizations.

*Either Work E-mail Address or Work Phone Number is required below.

Work E-mail Address:	xxxx.xxxxx@faa.gov
OR	
Work Phone Number:	Example: 9999999999 (no dashes allowed) 303651xxxx
Work Street Address: (required)	Example: 999 East 9th Street (no city or state) 2211 17th Ave
Agency Division/Branch Name: (required)	4172670 - FAA NORTHWEST MOUNTAIN REG Department of Transportation
Amount Release Authorization:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Recognition Release Authorization:	<input type="radio"/> Yes <input checked="" type="radio"/> 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.)
Contact Release Authorization:	<input type="radio"/> By Address <input checked="" type="radio"/> By Email <input type="radio"/> Neither Your NAME along with the corresponding information you provide will be released to your designated charities.
Home E-mail Address:	

SAVE

CANCEL

Enter the amount you wish to donate per **PAY PERIOD**

The Total CFC Gift will automatically be calculated

Enter how much of the annual total amount you would like each charity to receive

NOTE: Any amount not designated to a specific charity will go undesignated. That amount will be distributed to all of the organizations.

Enter work email address or phone number, work street address and agency division

Select if you would like your donation amount to be released to the designated charities

Select if you would like a recognition gift

Choose which contact information you wish to be released to the designated charities

Select **SAVE**



Combined Federal Campaign Confirmation

Your current contribution is !

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

- To submit your changes, click the 'YES' button only once at the bottom of the page. To cancel your changes, click the 'NO' button at the bottom of the page.

Confirm Pay Period Contribution: \$
Total CFC Gift: \$

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
* Pancreatic Cancer Action Network (NATIONAL\INTERNATIONAL AGENCIES)	10607	\$ <input type="text"/>

Work E-mail Address: @faa.gov
OR

Work Phone Number: Example: 9999999999 (no dashes allowed)

Work Street Address: Example: 999 East 9th Street (no city or state)
(required) 2211 17th Avenue

Agency Division/Branch Name: 4172670 - FAA NORTHWEST MOUNTAIN REG
(required) Department of Transportation

Amount Release Authorization: No

Recognition Release Authorization: If Yes is selected, I wish to receive a recognition/appreciation gift if offered by my campaign and I qualify.
NO (Contact your local campaign for details.)

Home E-mail Address:

Done

* The value of this item has changed.

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

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

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Employee Express - Changes? NO BIG DEAL!

Confirm all of your contribution and personal information

To confirm it and submit the payroll deduction select **YES**

To cancel or make changes to the information select

NO

