



Last Updated: February 2008

I.16 Processing Payroll Deduction Forms

Procedure for Processing New Payroll Deduction Forms (PRD) for UAF employees, which includes KUAC and Museum of the North donors

(Presumes form is originally received @ UAF Development Office or KUAC)

1. UAF Advancement Services/KUAC to add appropriate project number, campaign, appeal & special references to the form.
2. UAF notifies the Foundation Office Assistant when forms are ready for pick up.
3. The Foundation Office Assistant will pick up deduction forms from UAF Advancement Services and KUAC at 3:30 p.m. any day notified.
4. Upon receipt of original PRD from UAF/KUAC, **UA Foundation** will:
 - Review form for accuracy and info (if any errors, UA Foundation will contact MAU office);
 - Confirm the project number, campaign, appeal and any other special references on the form.
 - Create pledge batch or recurring gift set-up batch in Raiser's Edge(RE);
 - Once batched in RE, but before submitting to Foundation Accounting to commit, UA Foundation will send Batch Acknowledgement Report (BAR) to UAF Advancement Services/KUAC for review. ***If there is something in the set-up batch that needs to be changed, please contact the Administrative Assistant at the Foundation by the end of the next business day;***
 - Forward the batch to Foundation Accounting for committal within two business days of sending the BAR for review;
 - Scan original & email to UAF Advancement Services/KUAC (along with copy of BAR);
 - Originals will be delivered to UAF HR by the Foundation Office Assistant the same day they are picked up from UAF Advancement and KUAC.

Procedure for Processing New Payroll Deduction Forms (PRD) for UAA & UAS employees (*Presumes original form is received @ UAA or UAS Development Office*)

1. UAA/UAS Development Office to add appropriate project number, campaign, appeal & special reference info to the form.
2. UAA/UAS Development Office to scan the form & send to UA Foundation (UAA/UAS to retain the original form).



3. Upon receipt of original PRD from UAA/UAS, the **UA Foundation** will:
 - Review form for accuracy and info (if any errors, UA Foundation will contact MAU office);
 - Confirm the project number, campaign, appeal and any other special references on the form.
 - Create pledge batch or recurring gift set-up batch in Raiser's Edge(RE);
 - Once batched in RE, but before submitting to Foundation Accounting to commit, UA Foundation will send Batch Acknowledgement Report (BAR) to UAA/UAS Development Office for review. *If there is something in the set-up batch that needs to be changed, please contact the Administrative Assistant at the Foundation by the end of the next business day;*
 - Send the batch to Foundation Accounting for committal within two business days of sending the BAR for review;
 - Scan approved form & send to UAA/UAS Development Office
4. Upon receipt of approved form from UA Foundation , UAA/UAS Development Office to print the approved form & take it, along with the original form to their HR office.

Procedure for Processing New Payroll Deduction Forms (PRD) for SW employees (Presumes original form is received @ UA Foundation)

1. Upon receipt of original PRD from Statewide Employees, the **UA Foundation** will:
 - Review form for accuracy (if employee is from campus other than SW, will need to get appropriate project number, campaign, appeal & reference info from MAU Dev office);
 - Create pledge or recurring gift set-up batch;
 - Review & electronically forward to Foundation Accounting for committal;
 - Scan form for UA Foundation records;
 - Submit original PRD form to SW HR for processing

Processing Payroll Batches

1. HR will deliver a payroll deduction report to the Foundation on Tuesday of the payroll week to be reviewed by the Foundation Administrative Assistant to be compared with the one received from the Foundation Database Administrator. If there are any disputes between reports, the Foundation Administrative Assistant researches with each MAU HR department;
2. The payroll check will arrive on Thursday to be deposited and batched into Raiser's Edge by the Foundation Administrative Assistant;



3. UA Foundation will process the payroll batches for all MAUs;
4. UA Foundation Accounting and the Foundation Database Administrator will each provide the current payroll report to the Administrative Assistant at the Foundation. One will come from Banner representing all deductions that were currently taken out of each employee paycheck. The other, from Raiser's Edge, will represent all deductions currently in the Raiser's Edge system pending and started. This report also shows all the correct funds that the deductions should be applied to. These will be compared and any errors will be researched by the Foundation Administrative Assistant;
5. After all errors have been researched and corrected, the Foundation will send the modified pre-commit report from Banner to KUAC. This report will show all current deductions that were taken for KUAC funds;
6. Upon committal of the payroll batch, Foundation Accounting will notify each appropriate Advancement Services Office that the batch has been committed, provide the date of the batch and the batch number so that each may run the **Payroll Deduction Report (See V.5 Procedure for Running Payroll Deduction Report)** to view/track the payroll gifts;
7. Each Advancement Services Office should contact the Foundation Administrative Assistant for answers if there are any questions or concerns with the Payroll Deduction Report. If an employee/donor would like to make a change to their current deduction they will need to contact their HR Department to submit the appropriate form(s);
8. When there are errors with payroll deductions that affect employees' gifts and/or withholdings, the appropriate Development Office shall be the liaison between the Advancement Services Office, UA Foundation, and the HR Department.