

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

Last Revised: August 9, 2016

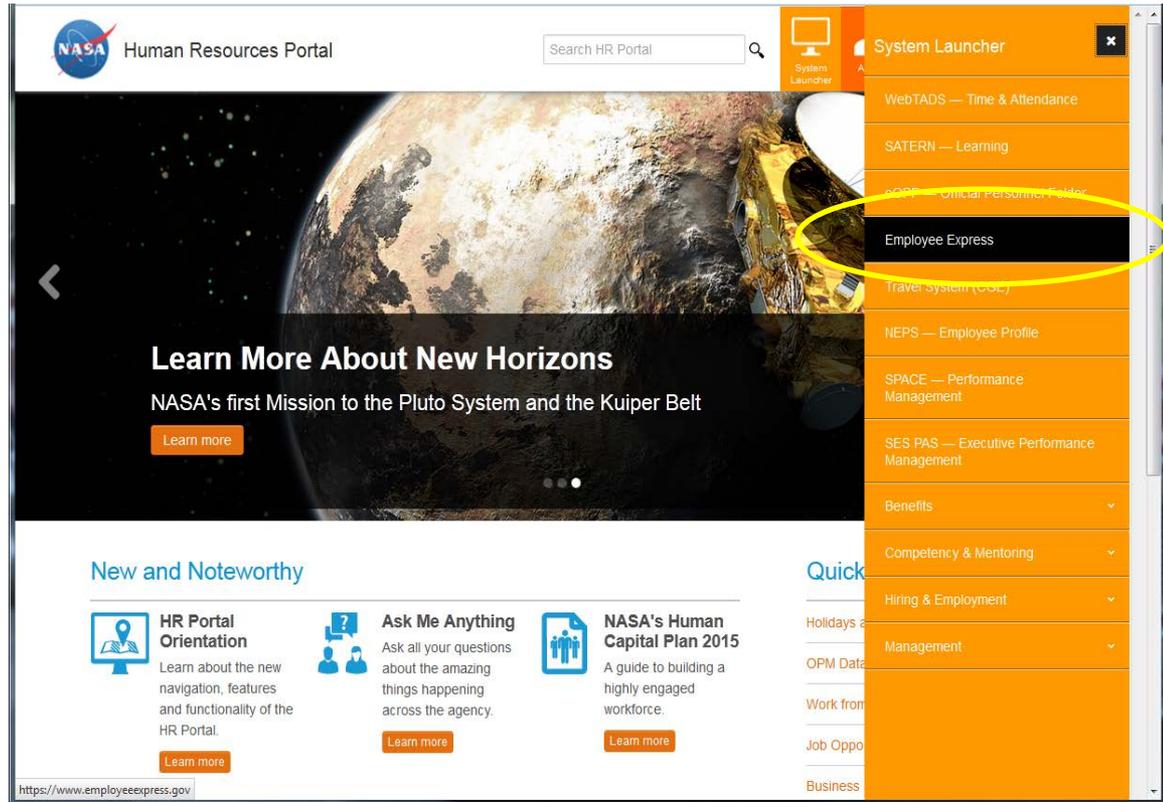
Procedures:

1. Open your preferred internet browser
2. Enter the URL for the NASA HR Portal at: <https://hr.nasa.gov> and Select

Employee Express from the Systems Launcher

OR

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



3. Insert your PIV Smartcard
Click the

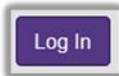


❖ Employees will be prompted to select a certificate and enter your pin. This process varies with each browser.

OR
Login with Your Employee Express Login ID & Password

Enter your Employee Express ID and Password in the box

Click



Employee Express

Welcome to Employee Express

Employee Express puts Federal employees in control of their payroll-personnel information.

View a list of participating agencies.

Login

Login ID: Show Login ID Forgot Login ID

Password: Forgot Password

Log In

Log in with your PIV Smartcard (Insert Card First)

Announcements
FERS employees, remember to contribute at least 5% to TSP and receive your agency matching.

Open Season
2015 CFC Open Season September 1 – December 15

This U. S. government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government.

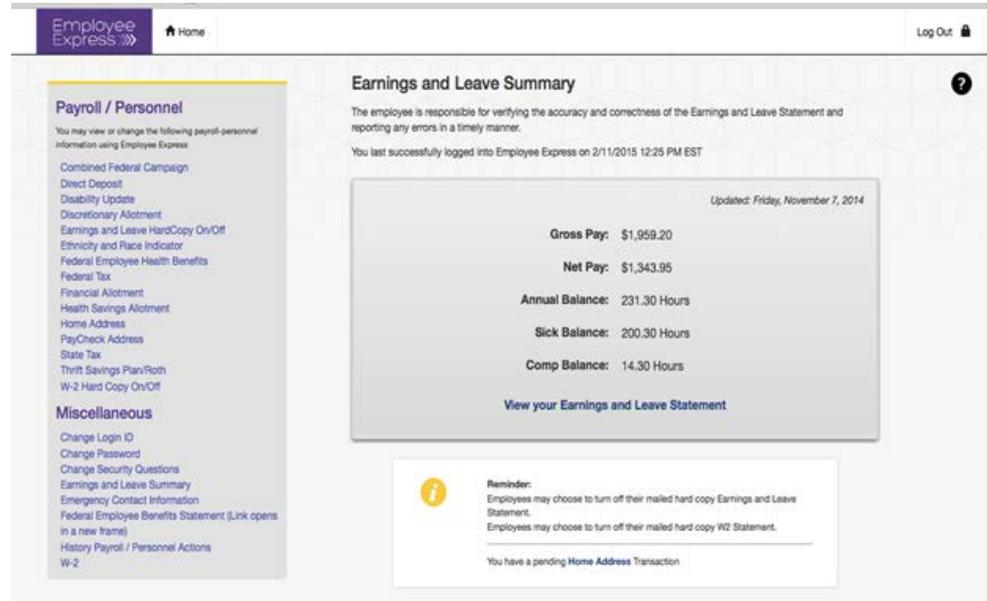
The data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitor, record, audit and take action by all authorized government and law enforcement personnel.

Unauthorized user attempts or acts to (1) access, view, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

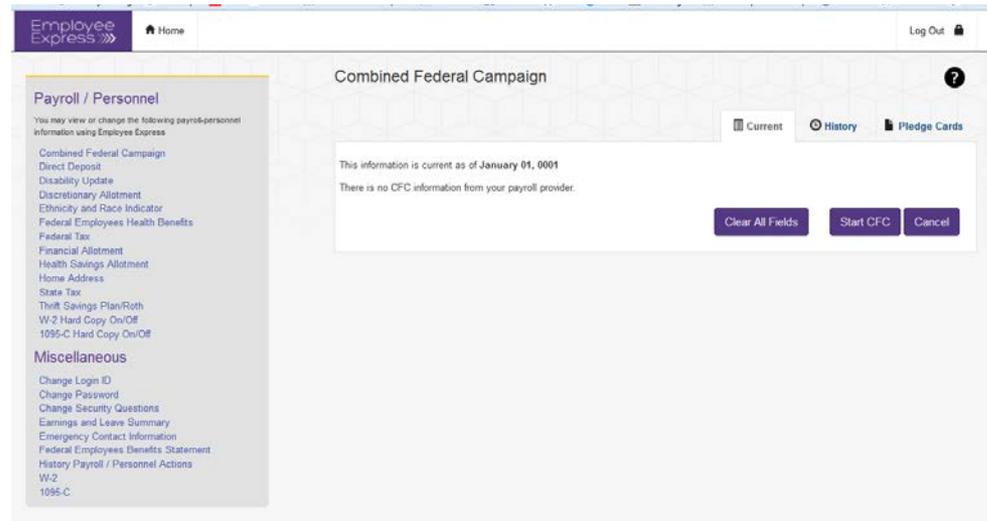
Privacy Policy Security Related Links Accessibility Contact Us About Employee Express

4. At the Main Menu, select the link for Combined Federal Campaign



5. Select Start CFC

- ❖ Employees can view their current charities and contribution amounts if they used EEX to make their contributions last year.



Select Contribution Method

6. Enter the amount you want deducted each pay period

- ❖ The total will be automatically calculated

7. You may also elect to make a single cash/check donation

- ❖ Cash / Check donations must be given to your coordinator with a copy of your pledge card

8. Select

Add A Charity

- ❖ If you select **Next** all of your contribution will be Undesignated

Log Out

Combined Federal Campaign

Current History Pledge Cards

⚠ You have not confirmed your CFC donations.

This information is current as of January 01, 0001

Payroll Contribution:

*Pay Period Contribution:	10.00
Total Payroll Contribution:	\$260.00

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

Alternate Contribution Method:

*Amount:	25.00
Check Number:	11111

Charities:

Organization	Charity Code	Annual Amount	Remove
You have not selected a charity. Please click the 'Add A Charity' button to give a donation to a charity; otherwise, the balance will be treated as an 'Undesignated Amount'.			
		Undesignated Amount:	\$285.00

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

Add A Charity

Next Cancel

* Required Field

Combined Federal Campaign



Current

Add Selected Charities

9. Enter filter criteria to narrow your search for a charity. You can select one or all of the following:
- Keyword – type all or part of word – see example
 - Organizational Category – select from the dropdown
 - Charitable Organization Name – select from the dropdown
 - Admin Start / End Percentage – see example
 - Service Category

Enter a Charity Code or a Charity Number or any word from the Charity Description

Keyword:

Organizational Category:

Charitable Organization Name:

Admin Start Percentage: Admin End Percentage:

Service Category (Taxonomy Code):

- A - Arts, Culture and Humanities**
- B - Educational Institutions and Related Activities
- C - Environmental Quality, Protection and Beautification
- D - Animal Related
- E - Health – General and Rehabilitative
- F - Mental Health, Crisis Intervention
- G - Disease, Disorders and Medicinal Disciplines
- H - Medical Research

To select more than one Service Category, use Ctrl+left mouse click
 To select a range of consecutive Service Categories, use the Shift+left mouse click
 To deselect a Service Category, Ctrl+left mouse click

10. Click

Add Selected Charities (cont.)

11. You can view the detailed charity description by clicking on the arrow to the left of the Charity name.

12. Select

Add

- ❖ You can continue to Find and Add charities up to a maximum of 30

Log Out

Combined Federal Campaign

Current

You have Pending CFC donations.

Enter a Charity Code or a Charity Number or any word from the Charity Description

Keyword:

Organizational Category:

Charitable Organization Name:

Admin Start Percentage: Admin End Percentage:

Service Category (Taxonomy Code):

- A - Arts, Culture and Humanities
- B - Educational Institutions and Related Activities
- C - Environmental Quality, Protection and Beautification
- D - Animal Related
- E - Health – General and Rehabilitative
- F - Mental Health, Crisis Intervention
- G - Disease, Disorders and Medicinal Disciplines
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To select more than one Service Category, use Ctrl+left mouse click
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To deselect a Service Category, Ctrl+left mouse click

Search Results (156 records found)
Click Headers to expand or collapse each record.

▾ **A NEW BEGINNING ANIMAL RESCUE INC**

URL: www.anbrescue.org →

Charity Code: 56521	Phone: (801)916-3924	EIN: 651310313	Location: UNIVERSAL GIVING Admin: 9.8%
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Description: Our mission is to rescue and rehabilitate cats and dogs and find them new permanent homes with loving families.

▸ A New Leash on Life, Inc

▸ A PASSION FOR PAWS RESCUE INC

Specify Contribution Amount

13. Specify the amount of your contribution for each charity selected

- ❖ Charities can be removed by clicking on the 

14. When finished click

- ❖ 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.

Log Out 

Combined Federal Campaign

?

This information is current as of January 01, 0001

Payroll Contribution:

*Pay Period Contribution:	<input type="text" value="10.00"/>
Total Payroll Contribution:	<input type="text" value="\$260.00"/>

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

Alternate Contribution Method:

*Amount:	<input type="text" value="25.00"/>
Check Number:	<input type="text" value="11111"/>

Charities:

Organization	Charity Code	Annual Amount	Remove
A NEW BEGINNING ANIMAL RESCUE INC	56521	* <input type="text" value="285"/>	

You have selected 1 charity Undesignated Amount:

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

* Required Field

Specify Employee Contact Information

15. Enter a Work Email or Phone Number

16. Enter a Work Street Address

17. Select an Agency Division/Branch from the dropdown

18. When finished click

Next

Log Out 

Combined Federal Campaign

 Current

Either Work Email Address or Work Phone Number is required

*Work Email Address:

or

*Work Phone Number:

*Work Street Address: Example: 999 East 9th Street (no city or state)

*Agency Division/Branch Name: 

(Required)

* Required Field

Authorization to Release and Recognition Items

19. 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.

20. When finished click

Save

Log Out 

Combined Federal Campaign 

 Current

Amount Release Authorization:

*Release Authorization: Yes No

Recognition Release Authorization:

*Donor Gift Recognition: I wish to receive the recognition gift applicable to the level of my pledge if offered by my campaign.
(Contact your local campaign for details.)
 Yes No

*Recognition Level: Eagle Club \$800 to \$1199 (Eagle) 

Contact Release Authorization:

* Your NAME along with the corresponding information you provide will be released to your designated charities.
 By Address By Email Neither

*Street 1: 101 Main ST

Street 2:

Street 3:

*Zip Code: 99703

*State: AK

*City: FT WAINWRIGHT 

* Required Field

Review and Confirm

21. Review your saved information to ensure that it is correct.

Click

Confirm

OR click

Cancel

❖ Clicking  will send you back to Add A Charity page.

Combined Federal Campaign Confirmation



 Current

 Click Confirm to update your CFC Information

Pay Period Contribution:	\$10.00
Total Payroll Contribution:	\$260.00
Check Number:	11111
Cash/Check Amount:	\$25.00
<hr/>	
Organization:	A NEW BEGINNING ANIMAL RESCUE INC
Charity Code:	56521
Annual Amount:	\$285.00
<hr/>	
Undesignated Amount:	\$.00
<hr/>	
Work Email Address:	employeename@nasa.gov
Work Street Address:	Huntsville, AL
Agency Name:	Code 100 Office of the Director
Agency Number:	5461000
Amount Release Authorization:	Yes
Donor Gift Recognition:	Yes
Recognition Level:	Double Eagle Award - 2% of gross pay
Contact Release Authorization:	By Email
Home Email Address:	employee.name@nasa.gov

Confirm

Cancel

View Pledge Card

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

Pledge Card

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

23. 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

Send Email

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

Close

to return to the main menu

The screenshot shows a web interface for the 'Combined Federal Campaign'. At the top right, there is a 'Log Out' link with a lock icon. The main heading is 'Combined Federal Campaign' with a help icon (question mark) to its right. A green success banner at the top of the form area contains a checkmark icon and the word 'Success'. Below the banner, the text reads: 'Employee Express has saved your action. Your Earnings and Leave statement will be your confirmation. This action will be effective January 10, 2016; however, due to agency processing, it may be effective the next pay period. If you wish to receive an email confirmation of your change, enter your email address and click the Send Email button. Your email confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency. Providing your email below will not change your current email address in your payroll record.' There is an 'Email:' label above a text input field containing 'employeename@nasa.GOV'. At the bottom right of the form, there are three buttons: 'Send Email', 'Close', and 'Pledge Card'.



❖ The picture to the right is an example of the EEX CFC Pledge Card Receipt

Last Name, First Name, MI		<input checked="" type="checkbox"/> Civilian <input type="checkbox"/> Military	Federal Agency and Office	SSN/Employee ID
Work Address & ZIP Code Huntsville, AL				Work Phone Number
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	
MILITARY PAYROLL	\$		\$	
CIVILIAN PAYROLL	\$ 10.00	x 26 pay periods	\$ 260.00	
CASH/CHECK				
Check Number: 11111		Amount: \$ 25.00		
<i>(make check payable to the Combined Federal Campaign)</i>				
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 to one or more charities or federated groups, fill in the charity code(s) and dollar amounts above. Undesignated gifts are distributed among all organizations in proportion to their pledges.
INFORMATION RELEASE (OPTIONAL)				PAYROLL DEDUCTION AUTHORIZATION
Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.				I hereby authorize any agency of the United States Government by which I may be employed during 2015 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2015 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.
Home Address: _____				
Personal Email Address: <u>employee.name@nasa.gov</u>				
<input checked="" type="checkbox"/> In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity(ies) I designated above.				
				Electronic Signature _____ Date <u>Sep 25, 2015</u>

Employee Express

Contributor - Keep for Personal Tax Records

OPM 1654
Revised May 2014

Who to Contact

- For assistance with Employee Express (questions/issues, etc) contact the Employee Express Help Desk
 - Online Help information is always available when using Employee Express.
 - If you need technical assistance while at work, you may contact the Employee Express 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)**