

# State of Iowa One Gift System ONEG Computer Program User Manual

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## Introduction

ONEG is the program used to enter pledge information for the One Gift Program. This process will create the payroll record for the employee. While an employee may start, stop, or change a deduction at any time during the year, most pledges are submitted during the annual One Gift Campaign. Pledges may be entered during the September Campaign until **December 16<sup>th</sup>, 2016**. (There is no need to hold pledges until September.)

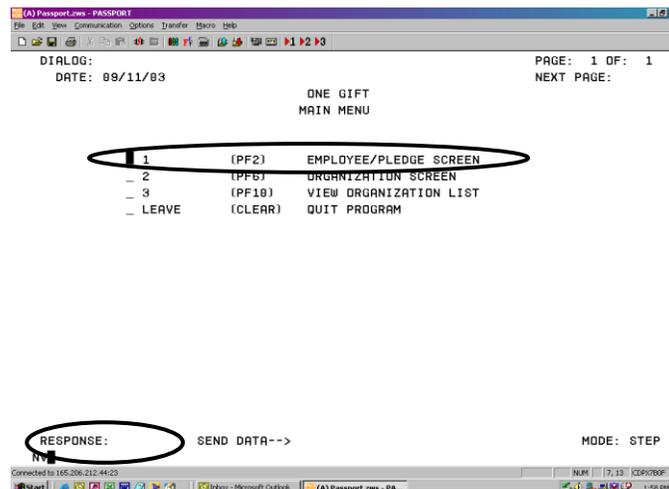
## Accessing the ONEG Program

ONEG is available via the mainframe computers of the Office of Chief Information Officer (OCIO). This is the same system that you use to access HRIS. After entering your security ID ("T" number) and password, you need to select, "Production CICS." This will take you to another screen in which you will press the Enter key. The next screen will ask for a transaction ID; this is where you will type the letters, ONEG.

## Main Menu

The Main Menu for the One Gift system is shown in Screen 1. Use the Employee/Pledge Screen (PF2) to enter employee information. You may access this screen by using the PF2 key, or by placing an "X" in front of the number 1, or by going to the bottom of the page and typing "1" in the response field.

Screen 1:



You can exit this program at any time by using the Clear key. If your keyboard doesn't have a Clear key, you can use the Pause key instead.

## Employee/Pledge Screen

Screen 2 is a screen print of the Employee/Pledge Screen.

### Screen 2:

```

(A) PassportLaws - PASSPORT
File Edit View Communication Options Transfer Macro Help
M625C820 ONE GIFT
EMPLOYEE SCREEN - PLEDGE YEAR
-----
NAME:
PAYROLL #:
STATUS:          TERMINATION DATE:
-----
SSN:  - -
ANNUAL PLEDGE AMT. 1: $ 0.00 ORG. CODE 1:
ANNUAL PLEDGE AMT. 2: $ 0.00 ORG. CODE 2:
ANNUAL PLEDGE AMT. 3: $ 0.00 ORG. CODE 3:
TOTAL PLEDGE (GIFT): $ 0.00
PAYROLL DED. AMT: $ 0.00
=====
CHECK PAYDAYS:
1= 1ST PAYCHECK ONLY
2= 2ND PAYCHECK ONLY
3= 1ST & 2ND PAYCHECKS
4= ALL 26 PAYCHECKS
=====
BEGINNING EFFECTIVE DATE:
ENDING EFFECTIVE DATE:
-----
CURRENT MONTH TOTAL: $ 0.00 LAST ACTIVITY DATE:
CALENDAR YTD TOTAL: $ 0.00 LAST DEDUCTION DATE:
-----
Select action: ADD (PF4), Update (PF5)
PF1 =MAIN MENU PF4 =ADD RECORD PF5 =UPDATE RECORD
CLEAR =QUIT PF10 =LIST ORGANIZATIONS
NV
Connected to 165.206.212.44:23
Start Inbox - Microsoft Outlook (A) PassportLaws - PA... Document1 - Microsoft W... NUM 2,53 CDP2760F 1:58 PM
  
```

You have the option to Add a Record (PF4) or Update a Record (PF5). When Add (PF4) is selected, Screen 3 will open.

### Screen 3:

```

(A) PassportLaws - PASSPORT
File Edit View Communication Options Transfer Macro Help
M625C820 ONE GIFT
EMPLOYEE SCREEN PLEDGE YEAR 2007
-----
NAME:
PAYROLL #:
STATUS:          TERMINATION DATE:
-----
SSN:  - -
ANNUAL PLEDGE AMT. 1: $ 0.00 ORG. CODE 1:
ANNUAL PLEDGE AMT. 2: $ 0.00 ORG. CODE 2:
ANNUAL PLEDGE AMT. 3: $ 0.00 ORG. CODE 3:
TOTAL PLEDGE (GIFT): $ 0.00
PAYROLL DED. AMT: $ 0.00
=====
CHECK PAYDAYS:
1= 1ST PAYCHECK ONLY
2= 2ND PAYCHECK ONLY
3= 1ST & 2ND PAYCHECKS
4= ALL 26 PAYCHECKS
5= ONE TIME DEDUCTION.
=====
BEGINNING EFFECTIVE DATE:
ENDING EFFECTIVE DATE:
-----
CURRENT MONTH TOTAL: $ 0.00 LAST ACTIVITY DATE:
CALENDAR YTD TOTAL: $ 0.00 LAST DEDUCTION DATE:
-----
Add data - Press <ENTER> when finished
PF1 =MAIN MENU PF4 =ADD RECORD PF5 =UPDATE RECORD
CLEAR =QUIT PF10 =LIST ORGANIZATIONS
NV
Connected to 165.206.212.44:23
Start Inbox - Microsoft Outlook (A) PassportLaws - PA... Document1 - Microsoft W... NUM 8,8 CDP2760F 1:59 PM
  
```

## Adding a Record

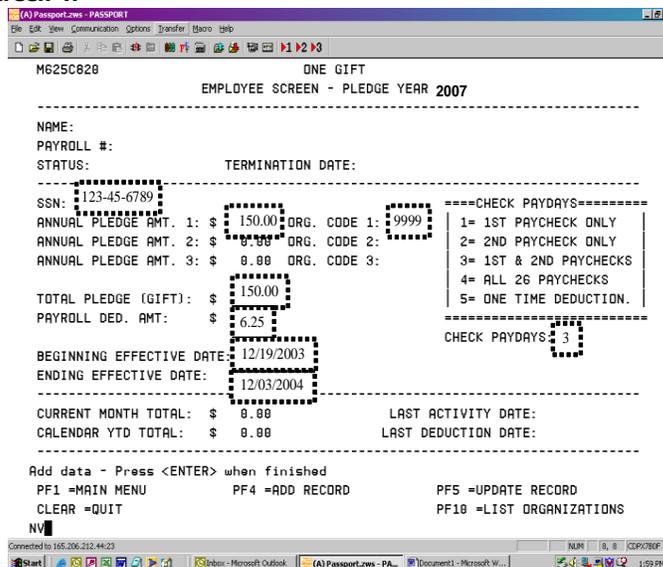
One important thing to notice in Screen 3 is the Pledge Year at the top of the screen. A default year will appear, but it is an editable field. For any calendar year the default year is as follows:

Calendar Month	Default Year
January 1 – August 31	Current year
September 1 – December 29	Following year

For example, if you are entering a current campaign employee pledge card on August 23, you would need to change the year to reflect the following year. The One Gift campaign runs the calendar year before the pledge money is actually withdrawn. For example, the 2017 One Gift campaign runs in 2016, and the pledges come out of the employees' paychecks in 2017.

Screen 4 displays an example of entry for the Employee Pledge Screen.

**Screen 4:**



The following is a description of the circled fields in Screen 4:

**Please note: Do not press the Enter key until all information is entered on the screen.**

**SSN:** Enter employee SSN. The name and payroll # will fill in when all information is entered and you press the Enter key. The use of hyphens is optional.

**Annual Pledge Amt. 1:** This is a required field. This will be the “Annual Amount” listed on the pledge card for the first charitable agency.

**Org. Code 1:** This is a required field. You need to enter the 4-digit “Agency Number” that corresponds with the “Annual Amount” entered in “Annual Pledge Amt 1.” If there is no agency number on the pledge card, please use agency number 9999.

**Annual Pledge Amt 2 & 3 and Org Code 2 & 3 are optional fields.** If the employee specified more than one charitable agency you would enter each agency on its own line.

**Total Pledge (Gift):** This is the amount in the “Total Gift” box on the pledge card. This should be the total of all annual amounts.

**Payroll Ded. Amt:** This is the dollar amount listed on the pledge card in the “Total Amount from each Paycheck” section. This amount should be the total gift divided by the number of paychecks.

*Please Note: The “payroll deduction amount” cannot be over \$999.99. This may be a problem if an employee wants to make a one-time deduction. The employee will need to spread the deduction over two pay periods or more for amounts over \$999.99.*

**Check Paydays:** This is the selection the employee has checked on the pledge card in the “payroll deduction area.” You will need to enter the single-digit number that corresponds with the employee’s choice on the pledge card (see Table 1).

**Table 1:**

Check Paydays	Deductions	Beginning Effective Date	Ending Effective Date
1 = 1 <sup>st</sup> Paycheck Only	12 deductions – taken from the first paycheck of each month.	12-16-2016	12-01-2017
2 = 2 <sup>nd</sup> Paycheck Only	12 deductions – taken from the second paycheck of each month.	12-16-2016	12-01-2017
3 = 1 <sup>st</sup> & 2 <sup>nd</sup> Paychecks	24 deductions – taken from the first and second paychecks of each month.	12-16-2016	12-01-2017
4 = All 26 Paychecks	26 deductions – taken from all paychecks.	12-16-2016	12-01-2017
5 = One Time Deduction	1 deduction – taken from the first paycheck in January	12-16-2016	12-16-2016

**Beginning Effective Date:** This date should be the first day of the pay period in which the first deduction of the year will occur. For the 2017 Campaign, this date is **December 16, 2016**.

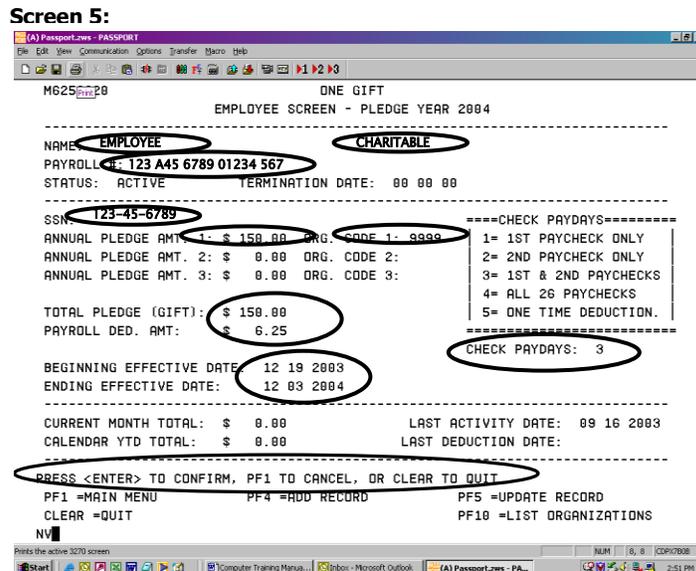
*Please note: When entering the dates you will need to enter 2 digits for the month and day, and 4 digits for the year.*

**Ending Effective Date:** This date should be the first day of the pay period in which the last deduction of the year will occur. For the 2017 Campaign, the ending effective date for Options 1 – 4 is **December 1, 2017**. (The ending effective date for Option 5 is December 16, 2016.)

*Please note: You may use any date within the pay period. It is recommended you use the first day of the pay period to make things easier for review. There is a list of pay periods and paydays at the end of this document.*

When you have completed entering all the pledge information, press the Enter key. The employee information will fill the screen and you will see Screen 5. After you have double-checked your information you may either hit the Enter key to confirm, PF1 to cancel, or the Clear/Pause key to quit.

*Please note: You will receive an error message when adding an employee record that has pledged to a terminated One Gift organization. If you receive an error message, the employee must change the charitable designation. If you have questions, please contact the Program Coordinator.*



## Updating a Record

To update a record, you will start at the main menu (Screen 1) and select the Employee/Pledge Screen (PF2). In the Employee/Pledge Screen (Screen 2) you will select Update (PF5). Screen 6 is the update screen.

The cursor will start in the "Pledge Year" and will default the same as it does in the Add screen. You will then need to enter the employee's social security number and press the Enter key.

### Screen 6:

```
(A) Passport_zws - PASSPORT
File Edit View Communication Options Transfer Macro Help
M625C820 ONE GIFT
EMPLOYEE SCREEN - PLEDGE YEAR 2003
-----
NAME:
PAYROLL #:
STATUS: TERMINATION DATE:
-----
SSN: - -
ANNUAL PLEDGE AMT. 1: $ 0.00 DRG. CODE 1:
ANNUAL PLEDGE AMT. 2: $ 0.00 DRG. CODE 2:
ANNUAL PLEDGE AMT. 3: $ 0.00 DRG. CODE 3:
TOTAL PLEDGE (GIFT): $ 0.00
PAYROLL DED. AMT: $ 0.00
=====CHECK PAYDAYS=====
1= 1ST PAYCHECK ONLY
2= 2ND PAYCHECK ONLY
3= 1ST & 2ND PAYCHECKS
4= ALL 26 PAYCHECKS
5= ONE TIME DEDUCTION.
-----
CHECK PAYDAYS:
BEGINNING EFFECTIVE DATE:
ENDING EFFECTIVE DATE:
-----
CURRENT MONTH TOTAL: $ 0.00 LAST ACTIVITY DATE:
CALENDAR YTD TOTAL: $ 0.00 LAST DEDUCTION DATE:
-----
Select the record to update and press <ENTER>
PF1 =MAIN MENU PF4 =ADD RECORD PF5 =UPDATE RECORD
CLEAR =QUIT PF10 =LIST ORGANIZATIONS
NV
Connected to 165.206.212.44:23
Start [Taskbar] [System Tray] 8:42 AM
```

The employee information will fill in as in the example in Screen 7. You can then modify the data. When finished, press the Enter key.

### Screen 7:

```
(A) Passport_zws - PASSPORT
File Edit View Communication Options Transfer Macro Help
M625C820 ONE GIFT
EMPLOYEE SCREEN - PLEDGE YEAR 2004
-----
NAME: EMPLOYEE CHARITABLE
PAYROLL #: 123 A45 6789 01234 567
STATUS: ACTIVE TERMINATION DATE: 00 00 00
-----
SSN: 123-45-6789
ANNUAL PLEDGE AMT. 1: $ 150.00 DRG. CODE 1: 9999
ANNUAL PLEDGE AMT. 2: $ 0.00 DRG. CODE 2:
ANNUAL PLEDGE AMT. 3: $ 0.00 DRG. CODE 3:
TOTAL PLEDGE (GIFT): $ 150.00
PAYROLL DED. AMT: $ 6.25
=====CHECK PAYDAYS=====
1= 1ST PAYCHECK ONLY
2= 2ND PAYCHECK ONLY
3= 1ST & 2ND PAYCHECKS
4= ALL 26 PAYCHECKS
5= ONE TIME DEDUCTION.
-----
CHECK PAYDAYS: 3
BEGINNING EFFECTIVE DATE: 12 19 2003
ENDING EFFECTIVE DATE: 12 03 2004
-----
CURRENT MONTH TOTAL: $ LAST ACTIVITY DATE:
CALENDAR YTD TOTAL: $ LAST DEDUCTION DATE:
-----
Modify data - Press <ENTER> when finished
PF1 =MAIN MENU PF4 =ADD RECORD PF5 =UPDATE RECORD
CLEAR =QUIT PF10 =LIST ORGANIZATIONS
NV
Connected to 165.206.212.44:23
Start [Taskbar] [System Tray] 8:49 AM
```

## After the Campaign

- You may view records in the Update screen (PF5).
- If you need to terminate an employee pledge during the pledge year, enter any date within the last pay period that corresponds with the paycheck the employee wants to make their last contribution.
- If you need to add an employee during the pledge year, follow the same guidelines as entering employees during the campaign. The total pledge (gift) amount needs to be entered as if the employee was contributing for the whole year. For example, an employee is hired in September and wants to start contributing \$5.00 per paycheck for the first & second paychecks only, starting in October. We will say for this example that there would be six paychecks remaining in the year. When entering the total pledge (gift) amount you would NOT enter \$30.00, (\$5.00 per check X 6 paychecks), you would need to enter \$120.00 (\$5.00 per check X 24 paychecks). Finally, contact the One Gift Coordinator ([cassandra.arreola@iowa.gov](mailto:cassandra.arreola@iowa.gov)) once you have done the p1 that way she can expect to see it on the reports.
- If you have questions, feel free to contact the One Gift Coordinator, Cassandra Arreola, by sending an email to [cassandra.arreola@iowa.gov](mailto:cassandra.arreola@iowa.gov) or by calling 515-281-8989.