# Hamilton County Department of Education

# Employee Online

# United Way Campaign

**Summary of United Way Process**

The United Way campaign process will take place in Employee Online (EO).  Via this web-based system, employees can reelect their contribution during a set number of weeks. Employees can contribute to United Way in three ways:

1. Regular payroll deduction for the next calendar year starting in January
2. One-time payroll deduction deducted from 1st check in January
3. One-time upfront gift turned into their Employee Campaign Coordinator (ECC). Credit card forms are available.

The system will allow the employee to select a designated agency to receive their contribution.

**Employee Online**

To access Employee Online, open up Internet Explorer or any web browser. In the address bar, enter the following address:

<p style="text-align:center;">eo.hcde.org</p>

This will direct the browser to the Employee Online site.  The following box will display:
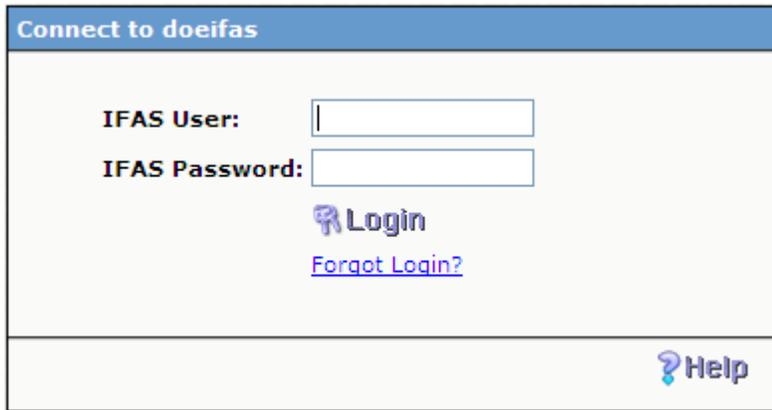
| Connect to doeifas | |
| --- | --- |
| **IFAS User:** | [ ] |
| **IFAS Password:** | [ ] |
| | 🔑 Login |
| | Forgot Login? |
| | ❓Help |

At the login page, enter your IFAS User ID and password. IFAS User is normally your 6-digit employee ID number. For assistance with the employee ID and/or password, click on the "Forgot Login" link. The following box will display.
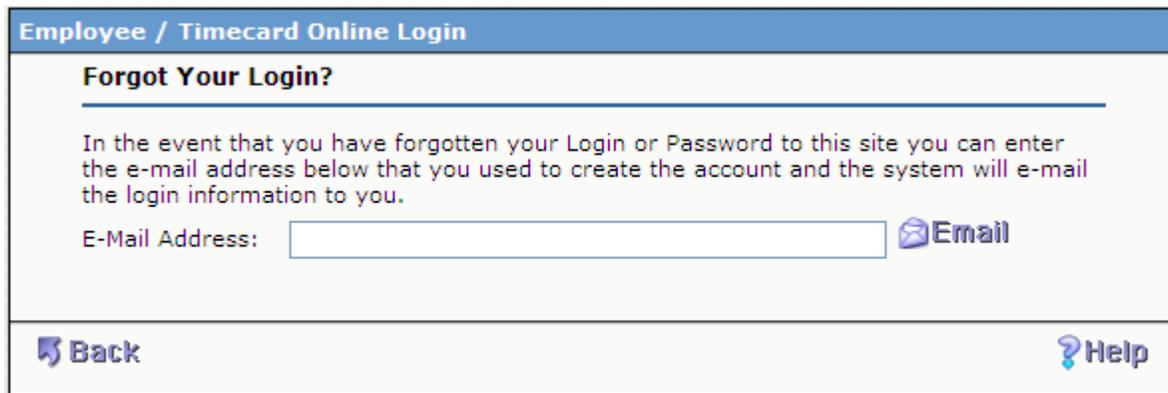
**Employee / Timecard Online Login**

**Forgot Your Login?**

In the event that you have forgotten your Login or Password to this site you can enter the e-mail address below that you used to create the account and the system will e-mail the login information to you.

E-Mail Address: [ ]  ✉Email

↩ Back                                    ❓Help

Enter your full HCDE Email address including the @hcde.org and click on Email. Your employee ID and password will be emailed to your HCDE account.

After logging into EO, the following will display.

In the navigation bar at the left, click on "United Way" located under "Open Enrollment" in the left navigation pane.



The following page will display:

There are 3 options to choose from.

1. United Way-Reg PayDed: Regular payroll deduction every payroll starting in January
2. United Way-1XPayr Ded: One-time payroll deduction taken in 1$^{st}$ check of January
3. United Way-Upfront Cash: Upfront cash or check given to the ECC in your school or department

Choose the option by clicking on desired choice. The following page will display:



In this box, enter the amount of contribution which can be the payroll deduction amount or the up-front gift amount. To designate your contribution to a certain agency, click on the United Way Designations link located at the bottom of this box. The following page will display.

**Please select a United Way Designation Number**

Add the **Designation Number** into the 'Notes' box on the **Add Open Enrollment Benefit Screen**. If a number is not entered No designation will be used.

| Add Open Enrollment Benefit | | JOE R SNIDE | ?Help |
|---|---|---|---|
| | **Current Plan** | **New Request** | |
| **Plan Name** | none | FLEX SPENDING | |
| **Plan Type** | | AFTER-TAX | |
| **Description** | | FLEX SPENDING | |
| **Coverage Vendor** | | Vendor Info | |
| **Employer Cost** | | N/A | |
| **Employee Cost** | | $20.00 | |
| **Coverage Category** | | ✓ NA | |
| **Notes** | | 982 | |

Please click on the **link** to find a list of **United Way Designations** that you may select.

🢅 Back                    🖫Save

**United Way Designation List**

| Designation Number | Designation Description |
|---|---|
| 000 | No Designation |
| 982 | Alexian Brothers Senior Neighbors |
| 995 | American Heart Association-Chattanooga |
| 950 | American Red Cross |
| 959 | Big Brothers Big Sisters of Gtr Chatt |
| 956 | Boy and Girls Clubs of Chattanooga |
| 955 | Boy Scouts of America Cherokee Area |
| 949 | Catholic Charities - Chattanooga |
| 996 | Chattanooga Area Urban League Inc. |
| 952 | Chattanooga Room in the Inn |
| 989 | Chattanooga's Kids on the Block |

Locate designated agency from this list. Then, enter the designation number in the Notes box as indicated above. Note: The designation number is not required. To complete your request, click on the Save button.

| Update Open Enrollment Benefit | | PATRICIA C KINSEY | ?Help |
|---|---|---|---|
| | **Current Plan** | **New Change Request** | |
| **Plan Name** | UNITED WAY | UNITED WAY | |
| **Plan Type** | UWAY REG PAY DD | UWAY REG PAY DD | |
| **Description** | REGULAR PAYROLL DEDUCTION | REGULAR PAYROLL DEDUCTION | |
| **Coverage Vendor** | Vendor Info | Vendor Info | |
| **Employer Cost** | N/A | N/A | |
| **Employee Cost** | $5 | $5 | |
| **Coverage Category** | ✓ Employee Paid | ✓ Employee Paid | |
| **Notes** | | 950 | |

Please click on the link to find a list of **United Way Designations** that you may select.

🢅 Back                    🖫Save

To verify that your change was accepted, you will see "Record Accepted" at the top and "Request Pending" next to your election as indicated below.



| Coverage Type | Current Coverage | Open Enrollment Requests | Enrollment Status |
|---|---|---|---|
| MEDICAL | HMO EMP+FAM | | Not Selected |
| VISION | none | | Not Selected |
| DENTAL | DENTAL | | Not Selected |
| SUPP LIFE EMPLOYEE | SUPP LIF W AD&D | | Not Selected |
| SUPP LIFE SP | none | | Not Selected |
| SUPP LIFE CH | SUPP LIFE CH | | Not Selected |
| FSA MED FAMILY | none | | Not Selected |
| FSA-DEP CHILD CARE | none | | Not Selected |
| UNITED WAY-REG DED | REGULAR PAY DED | REGULAR PAY DED | Request Pending |
| UNITED WAY-1XPAYR | none | | Not Selected |
| UNITED WAY-1XGIFT | none | | Not Selected |

If you wish to change your election or delete the request, click on the choice selected. Apply changes and click Save. Or to remove your election, check the "Delete this request" box and click Save.



**For Assistance**

Please contact your United Way Employee Campaign Coordinator for assistance in using Employee Online.