Payroll Deduction for On-Line Shopping

Masquerade Fundraising is very pleased to announce we can now offer payroll deduction for on-line purchases for our Hospitals that desire to do so. As we all know, the ability to use payroll can have a significant impact on overall sales.

So, How Does it work?

We are able to offer payroll deduction in two different scenarios:

Scenario One: The hospital is not able to provide an electronic listing of authorized employees ahead of the sale.

That's OK, we can set up a sale time frame (begin date and end date) and provide you with a Payroll Deduction Code (kind of like a secret code) that your employees can enter when they are shopping at any time prior to checkout. You tell us ahead of time what the minimum and maximum purchase amounts are and how many payroll periods are allowed. When they enter the code, we know what your policies are and will apply them to the employee's purchase when they check out. In that way, only the employees are offered the option and it will not appear for any non-employees shopping the site.

In order to offer these controls, we do require the employee to register an account in our system. As a part of that registration process, they will be asked to enter the Payroll Deduction Code, (if they have it by then), their employee number and their preferred number of pay periods (subject to your maximum). By adding this information, we can associate the customer/employee to your hospital and your sale.

When our back-office see's that payroll deduction has been used, they will pull the order but hold them until the transaction has been verified. How does that work? At the end of the sale (the following day) we will extract all the payroll transactions and give you a Microsoft XL based file with the Employee First Name, Last Name, Employee Number, total sales amount and number of requested payroll periods. There may be some other audit information included but those fields should be the one's you need to verify the transactions.

What Then?

Different Hospitals will have different processes they need to follow to verify the transactions. Some will be able to enter transactions into their on-line payroll system based on the XL file information. Others may be able to upload the file directly and deal only with the exceptions/rejects. While others still, may need to convert to paper forms and submit them to data entry. What ever your internal policies and procedures are, we will wait to ship until you have told us which transactions are good and which ones are not.

Scenario Two: The Hospital gives us a file of Authorized Individuals ahead of the sale.
Just like in scenario one, we will need to know ahead of time the dates of the sale and how to handle the minimums and maximums. However, we can accept a file ahead of time that lists all of the authorized employees. The minimum information we need to know in the file is :
- Employee number
- Employee First Name
- Employee Last Name

In addition, If the Hospital can or needs to give us additional fields per Employee, we will be able to use them:
- Maximum Dollar amount (in case different Employees have different credit limits or the hospital only wants to allow available balance for each employee)
- Maximum Number of Payroll periods (in case different Employees are allowed different Payment terms)

Special Note: These last two fields are not needed at the employee level. We can apply the hospital wide Maximums (dollar amount and pay periods) for everyone in the group.

The rest of the process is the same as scenario one: we still will hold orders until we receive verification.

At the end of the sale, we will extract a file of all Payroll deduction transactions and forward to the Hospital Sponsor, however, it is hoped that the verification process for files based on a preauthorized Employee file (that we loaded into our system) will be much faster when compared to the file where the Hospital did not provide an employee file. That too will be subject to individual hospital policies and capabilities.

What About a Signature?

When we are dealing with e-commerce transactions, we do not have the ability to capture written signatures. Similar to most other sites, we will have Terms and Conditions available on the site and employees must check a box to agree that they have read them and agree with them. In addition, we also have the requirement that all Employees using

payroll deduction must establish an individual account on the system that is controlled through a user account (email) and highly encrypted password. It is our hope that these controls will be enough to meet any necessary hospital legal standards.

What else do I need to know?

Upon request, we have additional documents available:

- Technical standards for transaction files
- Technical standards for authorized employee upload file
- Recommended employee communication for how to use payroll deduction
- Terms and Conditions and access security standards
- Additional Options for Shipping, verifying transactions, and promoting your sale.