

# CAF GIVE AS YOU EARN<sup>®</sup>

## *An overview to submitting your employee donation listing online*

Here are the steps you need to take when generating and submitting your employee donation listing online each payroll period.

### **Notification that your employee donation listing is ready to process**

Once your payroll cut-off date has passed you will receive an email informing you that 'Your CAF Give As You Earn employee donation listing is ready to approve'.

You will need to log onto your CAF Give As You Earn online management area, view your employee donation listing details and click on 'Process listing' which takes you through 3 easy steps. Please note you can only submit your employee donation listing in chronological order.

### *Step 1 – New and amended donations*

You need to review both your new donations (from new joiners) and your amended donations (from employees already giving through your scheme) submitted for the current payroll period. They will appear on two separate lists under the tabs 'new donations' and 'amended donations'. Each entry will need to be approved, declined or deferred:

**Approve** – if you approve an entry it will be added to your full employee donation listing.

**Decline** – if you decline a new donation the entry will be removed and your employee will be notified by email.  
If you decline an amended donation, the system will revert to the employee's original donation details.

**Defer** – if you defer an entry it will reappear in the listing for the next payroll period.

#### **Top Tip** – Do you have a lot of changes to approve?

You need to review each entry to ensure it's correct. You can do this online or download as a .csv file and check against your internal records. Once you are happy that the list is correct you can select the 'Approve all' button to accept all changes.

### *Step 2 – Remove employees permanently or temporarily*

If any of your employees have left your scheme it is vital that you remove them permanently and immediately from your employee donation listing.

You can also remove someone temporarily if for example they are on sick leave or maternity leave. If they decide to resume their giving at a later date you can reinstate them (Step 3) and their most recent donation details will be applied.

### *Step 3 – Resume donations previously put on hold*

You can resume donations that have previously been put on hold for employees that for example have been on sick leave or maternity leave.

### **Full employee donation listing**

All of the above will be compiled to make up your full employee donation listing. The list will detail all of your current employees actively donating through CAF Give As You Earn, along with any amends or new donations you have approved. Any employees that you have removed from the scheme will no longer appear on the listing. You can export this full list as a .csv file to help you to match against your internal records. Once you are happy that the employee donation listing is correct select 'Next'.

## Top Tip – What if your internal records do not match those on the full employee donation listing?

Here are some things to check:

- Have you updated your payroll system with all the changes for this period? (Step 1 – New and amended)
- Have you informed us about all employees who have left the CAF Give As You Earn scheme? (Step 2 – Remove employees)
- Have you informed us about any employees wanting to resume their giving? (Step 3 – Resume donations)

## To complete the process you will be asked to confirm your next payroll cut-off date and pay day

We know that sometimes your payroll cut-off date and pay day may change for example over the Christmas period, therefore this page gives you the opportunity to change these if necessary.

### Payroll cut-off date

This is the last date that information is submitted on behalf of your employees to be included in their next salary.

**Why is this important for CAF Give As You Earn?** This is the last date that employees can submit new applications or make amends to their CAF Give As You Earn donations for that payroll period. Any subsequent submissions or changes will appear in the employee donation listing for the following payroll period.

### Pay day

This is when employees expect to be paid.

**Why is this important for CAF Give As You Earn?** It is also when you are required to make the donation funds available to us to disburse to your employees' chosen charities. Please remember, the BACS processing day for the donation funds is the working day before pay day, therefore you will need to prepare and submit the total donation amount at least 3 working days before the pay day. If you use a third party to make your BACS submissions, please check the time frame with them.

You are required to send your PAYE remittance to HMRC within 14 days from the end of the income tax month. Once we have received the donation funds, if we are unable to distribute them to the nominated charities within 60 days due to receiving an insufficient amount or inaccurate employee donation listings, we are obliged to report and explain to HMRC the reasons for the failed distribution of donations.

Once the payroll cut-off date and pay day have been confirmed you will see a summary of the donation amount for that payroll period and be asked to submit your employee donation listing.

## Transferring your employee donation amount to CAF

An email will be sent to your finance department with details of the final amount to be transferred to us by BACS. This will include a unique reference number which must be quoted on your BACS transfer so that we can identify your payment.

If you need to access your payment information again you can print the payment summary from your home page or the archive page.

## Disburse funds to charity

Once we have received your full donation amount we will disburse the funds to your employees' chosen charities.

## If you have any queries

Please email [cafgabe@cafonline.org](mailto:cafgabe@cafonline.org) or call 03000 123 888