

LOS ALAMOS EMPLOYEES' SCHOLARSHIP FUND

————— CAMPAIGN 2011 —————

CAMPAIGN INFORMATION

LANS employees may only make pledges through the online Oracle payroll system (no hard-copy forms) in order to receive the LANS match. Please note that LANS employee payroll deductions will no longer be automatically renewed from year to year.

Personal checks or online credit card pledges may be made directly to the LANL Foundation, however, are NOT matched by LANS. To receive a donation envelope form for check payment, contact Tony Fox at tony@lanlfoundation.org or 505-753-8890. Or, go to www.lanlfoundation.org and make your pledge online.

Prorating the LANS Match

Once the LAESF Campaign exceeds our goal of \$250,000, the LANS match may be prorated. For example, if LANS employee pledges equal \$300,000, the match may be prorated at \$.83 for each dollar pledged. The LANS match is subject to an 11% administrative fee imposed by the LANL Foundation. (The LANL Foundation administers the scholarship fund and ensures that ALL donor contributions go directly to student awards. Donations are tax-deductible.)

2011 Campaign Schedule

Pledging begins May 2 and continues until May 31, 2011. Payroll deductions begin September 8, 2011 (includes one-time and biweekly) and continue through August 23, 2012.

PLEDGE INSTRUCTIONS

- Go to <https://epprod.lanl.gov> and login to Oracle the same way that you login to enter your Time and Labor, using your Znumber and CRYPTOCARD password.
- From the Navigator page, select **LANL Worker Self Service**, and then under **Employee Giving Campaigns**, select the **Los Alamos Employees' Scholarship Fund Pledge** option from the menu.
- This will take you to the **Los Alamos Employees' Scholarship Fund Pledge** screen where you can chose to make a contribution on a biweekly basis or a one-time payroll deduction.

Biweekly and One-Time Payroll Deductions

- Employees can chose to make a biweekly pledge, a one-time pledge, or both by selecting **Add**.
- Select a fund designation and amount. Employees can also chose to fill in an acknowledgment name or to maintain contribution as anonymous. Select **Apply**.
- This will return you to the previous page. You now have the option to **Add**, **Change**, or **Delete**. To make multiple contributions, select **Add**, enter your next contribution with the same steps.
- Once you have made all of your selections, click **Apply**, which will take you to the **Review** page that shows the proposed changes. If you are satisfied with all of your selections, click **Submit**, which will take you to the **Confirmation** page.

At the conclusion of the 2011 LAESF campaign, you will receive an auto-generated acknowledgement email confirming your contribution.

If you do not have a CRYPTOCARD or need assistance entering your pledge, please contact the Community Programs Office at 665-4400 or via email at laesf@lanl.gov.



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www.lanlfoundation.org