

Memorandum



Date: January 23, 2012

To: All Employees

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez". The signature is written in a cursive style and is positioned to the right of the printed name and title.

Subject: United Way Employee Campaign

The United Way of Miami-Dade has historically provided services throughout this community and we strongly encourage you to continue your support of this important organization. The United Way Employee Campaign will begin this week and will run through March 16, 2012. Prior to the start of the year, we launched the online contribution site which has replaced the paper driven process. The campaign's site mirrors the procedures currently used for the County's Benefits Open Enrollment period. You will have access to the system by going to www.miamidade.gov/unitedway, clicking on the [United Way Contribution form](#) link and inputting your e-net user name and password. The system will remain open through March 16, 2012. Updates will be accepted throughout the entire campaign period. Any adjustments to your contribution levels will be reflected on the payroll period immediately following the day contribution updates are made online. This year's campaign will remain consistent with previous years' policies:

1. If you intend to sustain the same contribution level, it is not necessary to log on to the system. Your contribution level will automatically roll over.
2. If you have designated your contributions to a specific organization in the past, this designation will continue to remain in effect unless you submit a change.

An orientation session on this new system will be part of your Department's United Way Campaign awareness efforts; however, if you have any questions about the system please contact your United Way Department Coordinator. To learn more about the impact your contribution has on our community, please join us for a United Way Awareness Event on February 7th from 11:30 a.m. to 2:00 p.m. on the 18th Floor of the Stephen P. Clark Center for the latest information on United Way along with a Raffle & Prizes. For more information visit www.miamidade.gov/UnitedWay/Home.asp and www.unitedwaymiami.org.

Should you have any questions regarding the countywide United Way Employee Campaign, please do not hesitate to contact Diana Rodriguez at drodriguez@miamidade.gov or at 305 375-2546.

c: Office of the Mayor Senior Staff
Lisa M. Martinez, Senior Advisor
Diana Rodriguez, United Way Campaign Coordinator