

Remember: If any of your employees have designated their contribution, we must have a Designations Report submitted to the United Way office NO LATER than November 14 for these designations to be honored.

SUGGESTED GUIDE FOR ESTABLISHING EMPLOYEE'S GOAL

It is not advisable to set employee goals at 100 percent, as this may imply coercion to give. The following formulas are meant to provide direction in setting a challenging, realistic goal. You may complete this formula to establish a goal or to guide your final decision.

$$\frac{\$ \text{Total Annual payroll}}{\text{Total Annual payroll}} \times .6\% = \frac{\$ \text{100\% potential}}{\text{100\% potential}}$$

OR

$$\frac{\$ \text{Avg. hourly income}}{\text{Avg. hourly income}} \times \frac{\text{Number of employees}}{\text{Number of employees}} \times 12 \text{ months} = \frac{\$ \text{100\% potential}}{\text{100\% potential}}$$