PECC Helpful Tips

Here are a few helpful tips for completing the PECC form.

1. Please make sure you enter your correct number of pays if your method of giving is through payroll deduction. For example, adjunct employees will use the number 9, 10 month employees will use the number 20, & 12 month employees will use the number 24.

2. You must have your CWID/employee number and provide this information on the form if using payroll deduction. You can find this number on your pay stub in the upper left hand corner. We’re using this as an identifier for security measures. If you’re designating a charity/agency, your pledge must be a minimum of $52.00 per agency. This is a state guideline that we must follow.

3. When signing the form you have to create a digital signature through Adobe if you don't have one already. Please hit the button "Create a new digital ID", hit next and "Windows Certificate Store." You will then proceed by filling in your information (Name, Department, and Organization - Atlantic Cape). **Please enter the date prior to signing the form as the document becomes locked after your signature is entered.** The form is not valid unless it is signed and dated.

Lastly, we realize that this process is new to everyone. Our “Go Green” Campaign is a part of the college’s Green Initiative. We’re attempting to cut back on the astronomical amounts of paper utilized for the yearly campaign. You’re welcomed to submit your pledge through e-mail as well. If you have any questions, concerns, or assistance in completing the pledge form please don't hesitate to contact me directly at x 4858 or Wayne Cooper, Program Coordinator, at x 4875. For those that have already made their contributions, we appreciate your efforts!

Torrina Bennett-Michael
Director of Community Affairs
PECC Chair

Please visit [http://www.atlantic.edu/community/affairs/PECC.htm](http://www.atlantic.edu/community/affairs/PECC.htm)