CATERPILLAR EMPLOYEE UNITED WAY APPEAL
LIVE UNITED United Way

Panama Caterpillar Employee United Way Appeal (CEUWA)
Frequently Asked Questions – 2018-2019

Updated 07/19/2018

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GENERAL QUESTIONS

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1. **What is the Caterpillar Employee United Way Appeal (CEUWA)?**

   The Caterpillar Employee United Way Appeal is Caterpillar's annual workplace campaign that raises funds on behalf of local United Ways. All U.S. Caterpillar employee campaigns are considered part of the CEUWA no matter where they are located or how the campaign runs.

2. **What is the 2018 campaign timeframe?**

   The 2018-2019 Caterpillar Employee United Way Appeal (CEUWA) will begin on Monday, August 6, 2018 and end on Friday, August 31, 2018.

3. **Who is eligible to participate in the Panama Employee United Way Appeal?**

   Active full-time or part-time Caterpillar employees on Panama payroll are eligible to participate in the Panama Caterpillar Employee United Way Appeal.

4. **I'm an International Service Employee on U.S. payroll working in Panama – am I eligible to participate in the CEUWA?**

   International Service Employees (ISE's) on U.S. payroll are eligible to participate in the CEUWA that raises funds for United Ways in the U.S. (using the U.S. pledging link). For more information, refer to the U.S. Caterpillar Employee and ISE FAQ document and online pledging guide.

5. **Why does Caterpillar have a corporate campaign?**

   Caterpillar has supported United Way for more than 60 years; United Way's mission and work aligns with Our Values in Action and programs we support—health, welfare and economic stability of communities in which we work and live. Individually, employees are encouraged to actively engage in activities that contribute to the betterment of society through volunteering time and talents or investing monetary resources in worthwhile community projects and initiatives.

   Caterpillar chose United Way as our only solicitation to employees for a reason—the strength of the United Way process ensures only the most efficient and effective non-profits are funded. In addition, Caterpillar recognized the value local United Ways provide to local communities and believes in the strength of their process as the best investment of employee and company dollars.

6. **Who pays the administrative cost for Caterpillar to coordinate the CEUWA?**

   Caterpillar pays 100 percent of all expenses associated with CEUWA (supplies, administrative costs, etc.). Every penny of employee contributions goes to the participating United Way organizations. This means there are **no administrative expenses paid on employee dollars** when they are directed to your local United Way and/or designated United Way partner agency.

7. **How much of the total employee contribution to CEUWA go to the local United Ways?**

   100% of all employee contributions to CEUWA go directly to the United Ways.

8. **Who determines which United Ways are part of the CEUWA?**

   The online pledging system allows all United Ways to participate in the campaign based on the country you reside. However, it is the local United Way's responsibility to update their system with the appropriate funded programs and impact areas to allow donors the ability to designate to a particular agency.

9. **Who decides how much of the money raised by facility campaigns goes to their local United Way?**

   All employee contributions go back to the local United Way(s) or agencies based on your home zip code or otherwise specified location if you chose. CEUWA's role in the campaign is to raise funds for the local United Way(s). It is the responsibility of the United Way(s) receiving the funds to allocate the monetary contributions as needed.

10. **Are employees expected to contribute to the CEUWA?**

    Caterpillar realizes not all employees will participate in the CEUWA and employees are not required to contribute to the CEUWA. However, employees are encouraged to contribute to the United Way and/or partner agencies of their choice. The CEUWA serves as a vehicle to support many agencies with one contribution. In addition, funds raised by employees are eligible to be matched by the Caterpillar Foundation dollar for dollar with no maximum limit.

11. **Is there a corporate policy written about the CEUWA?**

    There is a corporate policy that specifically deals with "solicitations" and it states that internal solicitations are NOT allowed. However, CEUWA is an exception to that policy. Caterpillar is able to solicit each employee on company time with company resources using a Caterpillar Employee online pledging process. The CEUWA campaign is strictly solicited through an online form during the annual internal campaign. For more information on the Corporate Solicitation Policy, please see your local HR representative or HR Manager.

ABOUT PLEDGES/CONTRIBUTIONS

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12. **How do I pledge online?**

    You will receive your invitation to pledge online through a series of communications from your communications team. To pledge online you can visit www.caterpillar.com/unitedway to find the correct Panama employee pledge link and more information. You will then need to register and complete the pledge process.

13. **When are contributions effective?**

    All contributions made to CEUWA are effective as of the employees first pay period in the 2019 calendar year (pay period 1). For example—during the campaign in August 2018, Jim pledges $5 each month. Actual deductions from Jim's pay check will not be taken out until January 2019. Please note: If you have chosen to participate with a one-time-only contribution, it will be set-up for the first pay period and will be taken the first pay period of the 2018 year. Employees can access their pay stub at Cat @work to verify that the payroll contribution is correct. If it is incorrect or a change needs to be made – please go to Question 17.

14. Is there a minimum payroll contribution?

There is a minimum annual payroll contribution of $1.00 directed to a United Way.

15. Tell me more about payroll contribution.

The payroll contribution is “per paid period,” therefore, you will not need to specify the annual amount, rather just the amount that will be contributed each pay period. Contributions are derived from base pay and do not include vacation pay, night bonus or overtime.

16. What if I do not fill out my online form?

We strongly recommend that you fill out the online form so that the Caterpillar Foundation can accurately match and measure contributions.

17. How do I correct, change or cancel (stop) my payroll contribution if I pledged online?

If you pledge online, you are able to make changes using the online pledging site until the campaign closes. If you have any changes after the close of the campaign and prior to December 1, 2018 please email the CEUWA_cat@cat.com inbox with the changes needed. Employees should watch their first pay stub in January to make sure the deduction is correct. If the wrong amount was entered or there is a change needed after January 1, 2019, employees must contact their local Panama HR or payroll team to make any corrections.

18. I did not receive an e-mail or message allowing me to pledge online. What should I do?

If you did not receive an initial pledge email or reminder emails, please contact your local United Way coordinator. You can also visit www.caterpillar.com/unitedway for more information.

19. If I pledge online and am pulled away from my desk, will the system “time out” or log me out?

Yes, the site will time out and you will need to log back in if this happens. If the site sits idle for 5 minutes, it will time out due to amount of personal information on the site. You may need to reopen the page using the link in your email or visit www.caterpillar.com/unitedway.

20. My Leave of Absence coincided with my United Way Campaign, how could I still pledge?

You can access the pledging details at www.caterpillar.com/unitedway; however, pledging will only be accessible during the campaign timeframe. If you are unable to make your pledge via the pledging site during the campaign, you will not be able to participate in the program. You are welcome to still contribute to the United Way via cash/check etc. but it will not be eligible to be included in the company’s overall results and receive the Foundation match.

21. Can I contribute by check or cash?

CEUWA does not accept checks or cash. The only form of contribution to CEUWA is through Payroll Deduction. If an employee wants to write a check, the employee must write it directly to the charity of his/her choice and mail it separately from the campaign (like any other personal contribution). However, the Caterpillar Foundation will only match payroll deduction contributions.

22. Will my supervisor, boss or leader be able to know if I contributed or how much I contributed?

No, the only person with access to United Way pledging detail is the manger of the online pledging system. Caterpillar management does not have access to online pledging and any personal information including whether or not an employee contributed and how much. Employee names are only provided to local coordinators at the end of the campaign if the employee chooses to be recognized for their leadership level contribution.

23. The online system asks me to input my salary in order to donate a percentage amount—why?

This information is used for the purpose of calculating your donation to provide estimated campaign reporting. Your information will be kept private and will not be shared. Actual salary information is calculated by payroll prior to your deduction beginning January 2019. As always, the decision to donate is a personal one, so we sincerely thank you for your consideration.

24. An online system error occurs when I input my salary—what do I do?

You will need to enter your salary without any commas or decimals. If you are still receiving an error, please contact your local coordinator.

25. Are contributions tax-deductible? If so, how will employee know how much they gave?

Donations are tax-deductible. Contributions that are made via payroll deduction, employees can access their pay stub at Cat @work to verify that the payroll contribution is correct. CEUWA does not issue receipts and cannot look up the amount at the end of the year.

26. Who do I contact if I am having problems with the online pledging system?

Please contact your local coordinator first. If they cannot provide you the answer, please email the CEUWA_CAT@cat.com inbox for assistance.

27. Will the Caterpillar Foundation match my United Way contribution?

Yes, the Foundation will match employee contributions dollar for dollar.

28. I have more questions, whom do I contact?

Contact your local United Way coordinator.

COORDINATOR QUESTIONS

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29. How do I view my facility results during and after the campaign?

The local coordinator can view facility results by going to the Connections Community. This report will be updated on a weekly basis (posted Friday's during the campaign). However, a facility total does not mean that is the total dollars your local United Way will be receiving so please do not communicate results with your United Ways.

30. When will the final employee campaign totals be communicated?

Employee campaign totals will be available and communicated in early October. However, final totals including retiree contributions will not be available until late October 2018.

31. What are the Leadership Levels and Builders Circle?

Recognition levels for donor contributions vary depending on each local United Way. In most communities, donors giving $1,000 or more are considered Leadership Givers. Please check with your local United Way about Leadership Giving in your community. **Caterpillar Builders Circle Program** recognizes employee donors who choose to be acknowledged by Caterpillar and/or United Way and give $1,000 or more or 1% of their salary annually. These employees are recognized as Leadership Givers within their Business Unit. The United Way Tocqueville Society recognizes individuals making gifts of $10,000 and more annually to their local United Way. This giving level was founded 25 years ago in order to deepen the understanding, commitment and support of United Way's most generous and community minded investors. If you wish not to be recognized internally and externally, you must select to remain anonymous in the online pledging system.