



## Mexico Caterpillar Employee United Way Appeal (CEUWA) Frequently Asked Questions – 2022-2023

Updated 07/22/2022

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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 2022 campaign timeframe?

The 2022-2023 Caterpillar Employee United Way Appeal (CEUWA) will begin on Monday, August 22, 2022 and end on Friday, September 16, 2022.

#### 3. Who is eligible to participate in the Mexico Employee United Way Appeal?

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

#### 4. I'm an International Service Employee on U.S. payroll working in Mexico – 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. 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.

**9. 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.

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**10. 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](http://www.caterpillar.com/unitedway) to find the correct **Mexico** employee pledge link and more information. You will then need to register and complete the pledge process.

**11. When are contributions effective?**

All contributions made to CEUWA are effective as of the employees first pay period in the 2022 calendar year (pay period 1). For example—during the campaign in August 2022, Andrea pledges \$100 MXN each month. Actual deductions from Andrea’s pay check will not be taken out until January 2023. 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 2023 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 16.**

**12. Is there a minimum payroll contribution?**

If pledging per pay period (weekly, biweekly, monthly), the total annual donation may not total less than **\$1 MXN. For a one-time payroll contribution, the minimum pledge amount is \$1 MXN directed to United Way.**

**13. 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.

**14. What if I do not take action in the online system?**

We strongly recommend that you log in to the online system each year to confirm that your pledge information is accurate and verify that your previous pledge amount is still accurate if you pledged in the previous year. In addition, you will also continue to receive reminder emails to pledge if you do not log into the system and confirm/update/cancel your pledge.

Contributions are continuous except for one-time-only contributions. Continuous contribution means that contributions do not stop unless the employee leaves the company, retires or cancels. If you choose not to take action in the online system, your contributions to United Way from the previous year will roll over automatically in January 2023.

**15. If my pledge from last year rolls over, do I still need to take action?**

We strongly recommend that you log in to the online system each year to confirm that your pledge information is accurate and verify that your previous pledge amount is still accurate if you pledged in the previous year. In addition, you will also continue to receive reminder emails to pledge if you do not log into the system and confirm/update/cancel your pledge.

Contributions are continuous except for one-time-only contributions. Continuous contribution means that contributions do not stop unless the employee leaves the company, retires or cancels. If you choose not to take action in the online system, your contributions to United Way from the previous year will roll over automatically in January 2023.

**16. 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 please email the [CEUWA\\_cat@cat.com](mailto: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.

**17. 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](http://www.caterpillar.com/unitedway) for more information.

**18. 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](http://www.caterpillar.com/unitedway).

**19. 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](http://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.

**20. 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.

**21. 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 manager 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.

**22. 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.

**23. 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 you may email the [CEUWA\\_CAT@cat.com](mailto:CEUWA_CAT@cat.com) inbox for assistance.

**24. Will the Caterpillar Foundation match my United Way contribution?**

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

**25. I have more questions, whom do I contact?**

Contact your local United Way coordinator.