

Processing Nexus pledges for payroll

- On the Nexus website (link from gopcf.org, select “Click here to make a pledge”)
- Login with your login name and password
- Select the “Payroll” dropdown menu from the menu bar.
- Select “Process new pledges (single)” for military “Process new pledges (bulk)” for civilian. **
- For military click on a group from the list on the left side and then on the individual pledge you have received the hard copy for. Verify that you have a good copy with a physical signature and click on the “Click here if you have received this pledge” bar to process the pledge. This will confirm to the software that the pledge is valid and can be included in the final tally. Be sure to deliver the pledge form to payroll.
- For civilian click on a group from the list. All the unprocessed pledges in that group will be displayed. Click the bar to “Print all pledges listed below” (do not export). Once all pledges have printed and you have good copies return to the displayed pledges and click the bar to “Mark all printed/exported & saved pledges as processed”. This will confirm to the software that the pledges are valid and can be included in the final tally as well as erasing the donor’s SSN from the database. If you cancel out before the final confirmation then the pledge will remain unprocessed and can be printed again (useful if your printer jams the first time). Be sure to deliver the pledge forms to payroll.
- If you find a pledge that you believe is not valid (fake name, etc.) or that is not showing in the correct employee group please contact the PCFO (John Roberts or Julie Torrisi at 360-373-2182)

- **Military must submit a hard copy of the pledge form with a physical signature and you cannot process individual forms from the bulk page. You do not want to process a pledge before you have the hard copy.