

WORKPLACE LOTTERY PROCESS

COMPANY PERSPECTIVE

STEP 1 — REGISTERING COMPANY



Register your company's interest to sign up to the Workplace Lottery with EIC by contacting business@electricalcharity.org

STEP 2 — CONTRACT ISSUED

EIC will issue each participating company a Workplace Lottery Contract. The company will provide the EIC with its full legal name for the contract and the nominated Payroll Contact. The EIC will add this information into contract to be authorised and returned to us.

STEP 3 — COMPANY ADDED TO PORTAL

EIC will add the Company to the lottery portal drop down list.

Step 3 - Payment Options

Payment Method

Direct Debit

Playing by Direct Debit means your balance will top-up automatically so you never miss a draw.

Payroll

[How does payroll work?](#)

Your monthly tickets £1 per chance)

1 Chance

Payroll Company

Company Name

Payroll Unique ID

£1.00

This is a recurring payment of £1 entitling you to 1 chance in each draw

I have read and accepted the [terms & conditions](#).

Continue to Payment

STEP 6 — TO CONFIRM ALL EMPLOYEES ARE STILL EMPLOYED

Company Payroll contact confirms if all employees on the report are employed by the company and send the EIC lottery administrator an email to confirm the deduction report. If there are players on the report who have left their employment or appear on the report in error these should be deleted, and the amended report sent back to the EIC lottery administrator.

STEP 5 — DEDUCTION REPORTS SENT TO PAYROLL CONTACT

The EIC will produce a monthly report on all players who joined the company lottery through the online portal. A secure folder will be set up where the payroll company contact can access these reports. The Payroll contact will receive an email on the 16th of each month telling them to access the lottery deductions report in the folder for the month.

STEP 4 — COMPANY GENERATED MARKETING MATERIAL

The EIC will design an email campaign for each participating company on the sign-up process and why the lottery is important for the Industry.

This email campaign can then be distributed to staff internally.

STEP 7 — COMPANY PAYROLL CONTACT MAKES THE DEDUCTIONS FROM PAYROLL

Payroll contact makes the deductions from each players salary. Company then makes a BACS transfer to the Electrical Industries Charity by the last day of the month. The payment to the EIC should match exactly the amount from the lottery report confirmed with the EIC lottery administrator.

STEP 8 — CONFIRMING DRAW RUN

Company Payroll contact will receive an email from the EIC administrator confirming that the money has been received and the staff have been entered into the draw.



WORKPLACE LOTTERY PROCESS

EMPLOYEE PERSPECTIVE

STEP 1 — STAFF ARE ISSUED AN EMAIL



Staff are issued an email from company explaining the workplace powerLottery, how it works and how to sign up.



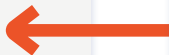
STEP 2 — STAFF ENTERS DETAILS

Staff enters details into the portal and signs up to the payroll deduction. On the 16th of every month a payroll deduction report is sent to the company's payroll department. Payroll then deducts the amount off your salary (after tax) for the next pay period. We do this 1 month in advance. If you entered on the 14th of November your deduction will be made in your December pay period and you will be entered into the December draw. If you entered from the 16th of November to the 15th of December you will have a deduction made in your January pay period and you will be entered into the January draw.



STEP 3 — CONFIRMATION EMAIL SENT

Player receives **Thank You / Confirmation Email** from EIC workplace powerLottery.



STEP 4 — NUMBERS ISSUED



For new sign ups, your lottery numbers will be issued once the information submitted on the web portal has been processed. This might take a few weeks depending on when the information was submitted.

Please remember to check your email junk folder.



STEP 5 — LOTTERY DRAW

The lottery draw is run on the 15th of the following month. For example, June 2023 lottery will be run on 15th July 2023. This is because we have to ensure all the payroll company reports match the amounts received in our bank account before the draw.



STEP 6 — IF YOU'RE A WINNER



If you are one of the lucky winners of the months draw you will receive a cheque from EIC with your winnings!

DOWNLOAD THE APP

