

## 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 [lottery@electricalcharity.org](mailto:lottery@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 Workplace 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 16<sup>th</sup> 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.

Power  
Lottery

# WORKPLACE LOTTERY PROCESS

## EMPLOYEE PERSPECTIVE

### STEP 1 — STAFF ARE ISSUED AN EMAIL



Staff are issued an email from company explaining the Workplace Lottery, 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 15<sup>th</sup> of every Month a payroll deduction report is sent to the company's payroll department. Payroll then deducts the amount off your salary pre-tax.

If you enter after the 15<sup>th</sup> of the month you will be entered into the following months draw. For example, if you enter on the 16<sup>th</sup> of May your entry into the lottery won't be until the June draw with your first payment taken out in your June payday.

### 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 3 — CONFIRMATION EMAIL SENT

Player receives **Thank You / Confirmation Email** from EIC Workplace Lottery.

### STEP 5 — LOTTERY DRAW

The Workplace Lottery draw is run 10 working days after the end of the month. For example, June 2020 lottery draw will be run on the 10<sup>th</sup> working day in July 2020. This is because we have to ensure all the Workplace Lottery reports match the amounts received in our bank account before the draw can be run.

### 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!

# TAP the APP

Don't forget to download the PowerLottery app to see the winners.



GET IT ON  
Google Play

Download on the  
App Store