

Ask HR - Matching Gift Program

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Who is eligible for the Matching Gift Program?

This program applies to all regular, full-time and part-time employees scheduled to work 20 or more hours per week. Employees must have worked for the Company for at least the previous 3 consecutive months.

How long do I have to be an employee before I can contribute?

Employees are eligible to apply after three months of continuous service and who are active at the time of submission of request and payment by the company to the college or university.

Are temporary employees eligible for this program?

No, Temporary employees are not eligible for this program.

Do my contributions have to be made during active employment to be matched by the Company?

Yes, donations must have been made during active employment with the Company.

Must I have attended the institution to which I donate to be eligible for the company to match my gift?

No, donors need not have attended the educational institution to which they give.

What institutions are eligible to receiving Matching Gift Contributions?

Institutions eligible to receive matching gift contributions must be two or four year accredited public or private colleges or universities, graduate or professional schools that are located in the United States, national alumni funds, foundations, and associations affiliated with these higher educational institutions.

What is the minimum and maximum amount the Company will match per calendar year?

Siemens will match a minimum of \$50 up to a maximum of \$2,000 per calendar year for each individual, upon certification that the entire gift was received by the institution.

What is the procedure to request the matching gift contribution?

To take advantage of this program, employees will need to obtain approval using SpoDoM. SpoDoM is the Siemens tool used to ensure a standardized process for the application and approval of activities for sponsoring donations, memberships, and other contributions without consideration. The employee should obtain approval in the SpoDoM tool prior to making their personal gift/donation.

Once approved in SpoDom, the employee completes Part 1 of the Matching Gift Remittance form and mails it to the educational institution with his/her contribution. The educational institution completes Part 2 of the form, certifying that the employee's contribution was received and returns it to the GSS NA Employee Service Center.

The GSS NA Employee Service Center is responsible for confirming all program guidelines are met prior to approval. Upon receipt of the SpoDoM Approval Voucher and completed Matching Gift Remittance form the GSS NA Employees Service Center will submit a payment request from to GSS NA Accounts payable for payment to the educational institution.



What is SpoDom?

SpoDom is the Siemens tool used to ensure a standardized process for the application and approval of activities for sponsoring donations, memberships, and other contributions without consideration.



How do I obtain approval using SpoDom?

A SpoDom user guide is available on the Employee Service Center website. Employees may access the Employee Service Center through Siemens & Me.

