WHEN IS THE SILENT AUCTION?
- Auction Goes Live: 9 a.m. Monday, December 5th (central time)
- Auction Ends: 1 p.m. Friday, December 9th (central time)
- Live auction bidding is available 24 hours a day.

HOW DO I PLACE A BID?
- Place bids using the real time live auction link.
- The first bid for each item must be at least the minimum bid amount listed.
- Subsequent bids must be raised in $1 increments.

WHO CAN PARTICIPATE?
- All employees and Capella contractors, including onsite and offsite staff and faculty.

HOW DO I PAY FOR MY ITEMS?
- Cash
- Make checks payable to one of the Together For Good charities:
  - The United Way
  - Community Health Charities
  - The American Heart Association
- Payment by payroll deduction is not available.

I'M ONSITE, WHERE, WHEN AND HOW DO I PICK-UP MY ITEMS?
- All items will be available for pick-up on the 10th Floor Refreshment Center during these times.
  12.13 Tuesday 11:30 a.m. – 12:30 p.m.
  12.14 Wednesday 12:30 p.m. – 1:30 p.m.
  12.15 Thursday 11:30 a.m. – 12:30 p.m.
  12.20 Tuesday 12:30 p.m. – 1:30 p.m.

I'M OFFSITE, WHEN AND HOW DO I RECEIVE MY ITEMS?
- Please send an email to silentauction@capella.edu to coordinate delivery.
- Shipping and handling costs of tangible items are the responsibility of the offsite employee. Large and/or heavy items will have higher shipping costs. Estimates on these costs will not be provided during the auction.
- Shipping costs do not apply to items that fit in a first class envelope.
WHAT IS THE PROCESS WHEN A TIME OR TALENT IS WON?
• Time and talent gift certificates will be provided to winners by the Silent Auction Committee.
• Donators will be notified of the winner by Monday, December 12th.
• Redemption of service is agreed on between winner and donator.

HOW DO I BID ON PTO?
• Employees eligible for PTO can place a bid on any of the donated PTO.
• Employees may bid on more than one block, although only one 8-hour block can be won.

WHAT IF I WIN PTO?
• PTO certificates will be provided to winners by the Silent Auction Committee.
• Payroll and HR are provided a list of donators and winners for accounting purposes.

HOW DO I REDEEM MY PTO?
• Redeem PTO during Q1 of 2012 (January 1, 2012 - March 31, 2012).
• With approval from you supervisor/manager, redeem the 8-hour block of PTO by providing the certificate to Payroll, following the guidelines below:
  o Salaried Employees:
    ▪ Do not enter PTO into your electronic timesheet.
    ▪ On the provided certificate, note the day you want to use PTO.
    ▪ Keep a copy for your records and Interoffice the certificate to Payroll.
  o Hourly Employees:
    ▪ Do not enter PTO into your electronic timesheet. Enter your regular time worked for the day you want to use PTO.
    ▪ On the provided certificate, note the day you want to use PTO.
    ▪ Print off your timesheet, note the day you want to use the PTO.
    ▪ Keep a copy for your records and Interoffice the certificate and printed timesheet to Payroll.

ADDITIONAL QUESTIONS
• Please send an email to silentauction@capella.edu