

Office of State Uniform Payroll	
Procedure Title: State Combined Charitable Campaign	Revision Date: 11/20/18
	Issue Date: 11/22/17
Unit: Benefits and Financial Administration Unit	Page Number: 1 of 1
Contact: _DOA-OSUP-BFA@LA.GOV	

The State Combined Charitable Campaign is the only state approved charitable activity that enables payroll deducted contributions from LaGov HCM paid state employees. The SCCC is held annually from Sept. 1 through Dec. 1. SCCC Agency Coordinators must forward pledge forms collected during the campaign to agency HR/Payroll Offices for entry into the LaGov HCM system.

Beginning with the Fall 2018 Campaign, employees can enroll in the SCCC through LEO. Agencies can print or refer employees to the instruction document [How to Contribute to SCCC Using LEO](#) for more information. Employees should be advised to either enroll through LEO or by paper pledge form, not both. Agencies must wait to enter paper pledge forms in LaGov HCM until after the LEO enrollment window closes on October 31 annually. After LEO enrollment closes, payroll deductions created in LEO will automatically be created in LaGov HCM. Agencies can run ZP74, Recurring/Additional Payments/Deductions Report, for wage type 5620 to obtain a list of deductions that were entered by employees using LEO which can then be used to ensure a paper pledge form was not also submitted by the employee.

For those employees turning in paper pledge forms, agencies should follow [LaGov HCM Online Help](#) to set up recurring or one-time payroll deductions. Wage type 5620 (SCCC / LAUW Charity Contr) should be used for SCCC deductions. Recurring deductions should be set up for the first pay period in the new calendar year and end with the last pay period of the calendar year. (i.e. for campaign year 2017, deductions would be entered with a begin date of 12/18/17 and an end date of 12/16/18). One-time deductions should be set up for only the first pay period of the new calendar year.

All SCCC deductions should be entered using the above wage type regardless of the employee’s charity designation(s). All SCCC deductions will be sent to the Louisiana Association of United Ways as the Principal Combined Fundraising Organization on a quarterly basis by OSUP. LAUW will then distribute the funds received to the individual charities based on the calculation of total pledged amounts.

Only pledge forms received during the current campaign period should be entered in LaGov HCM. New pledge forms received outside of the current campaign period should not be accepted until the next campaign period. (i.e. 2017 pledge forms received during Sept. 1, 2017 through Dec. 1, 2017 should be entered in LaGov HCM for deductions during 2018; any pledge forms received after Dec. 1, 2017 should be returned and the employee can submit a new pledge form during the 2018 campaign period).

To learn more about the SCCC and the charitable organizations approved for the current campaign refer to the [La SCCC website](#).