Overview/Description
This job aid describes the steps necessary to manage the State Charitable Contribution Program (SCCP) for your institution.

Institutions will designate a specific person to be provisioned with security to maintain SCCP contribution periods and text catalogs. This includes maintaining coordinator information and the details for cash/check contributions.

Prerequisite(s)
Once security is provisioned, the BOR Charitable Campaign Administrator can:
- Establish campaign dates
- Update SCCP coordinator information
- Update SCCP cash/check donation instructions

To request the BOR Charitable Campaign Administrator security role, please email oneusgsupport@usg.edu to open a ticket for your request.

Instructions

1. Step One

Navigation

NavBar > Navigator > BOR Customizations > SCCP Contributions > Setup > Charitable Campaign Date Cntl

1.1. Navigation to Update Campaign Dates.

a. Under the side bar menu, Click BOR Customization.
b. Click SCCP Contributions.
c. Click Setup.
1.2. Manage Campaign Dates.

a. Select **Charitable Campaign Date Cntl**.
b. Enter and update necessary information.

2. Maintain Text Catalog.

**Navigation**

*NavBar > Navigator > BOR Customizations > SCCP Contributions > Setup > Charitable Admin Setup*

**Important**

Institutions accept a variety of SCCP contributions and can maintain their message catalog based on institution-specific requirements.

For example:

- Cash/Check Not Accepted.
- Payroll Deduction.
- Cash or Check.
- Payroll Deduction.
! Important

Information added to the Charitable Admin Setup **Mailing Address** and **Text Messages** sections will appear on the ESS Campaign Contribution Pledge page.

**Charitable Admin Setup**

**ESS Campaign Contribution**

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3. **Manage SCCP Contribution.**

**Navigation**

NavController > Navigator > BOR Customizations > SCCP Contributions

3.1. **Enter a SCCP Contribution.**

   a. Click **Manage SCCP Contribution**
   
   b. Search for the employee by using their **Empl ID** or **Name**.
c. Select an **effective date** for the first payroll of the deduction period. For example, for the 2019 campaign period, deductions for monthly employees will begin on 1/1/2020.

![Effective Date Example](image)

d. Select the following:
   - **Contribution** code (charity).
   - **Payment Type**.
   - **Payment Schedule**.

e. Enter:
   - **Total Contribution Amount** for a one-time contribution.
   - **Pay Sched Amt** for payroll deduction.

f. Once completed click **Save**.