Overview/Description

This process describes the steps necessary in managing the state charitable contribution campaign 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, Cash Only, Cash, Check, or Payroll Deduction.
### Important

Information added to the “Charitable Admin Setup” mailing address and Text Messages section will appear to employees on their Campaign Contribution Pledge page.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Description</th>
<th>Payroll Pledge</th>
<th>Cash/Check Pledge</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>101101</td>
<td>GA 4-H Foundation</td>
<td>50.00</td>
<td>50.00</td>
<td>100.00</td>
</tr>
<tr>
<td>101300</td>
<td>The United Methodist Children's Home of the North</td>
<td>100.00</td>
<td>1,200.00</td>
<td></td>
</tr>
</tbody>
</table>

Please make checks payable to UGA Campaign for Charities. Bring cash or persons or mail your check to:

SCCP Coordinator
25 University Budget Office

### 3. Manage SCCP Contribution

#### Navigation

Navbar > Navigator > BOR Customizations > SCCP Contributions

#### 3.1. Enter a SCCP Contribution

- **a.** Click **Manage SCCP Contribution**
- **b.** Select the employee by using their **employee ID** or name **look up**
- **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.

d. Select the **contribution code** (charity), payment type, and payment schedule

e. Once completed click **Save**

You have successfully completed the steps necessary in managing the state charitable contribution campaign for your institution.

For more support please email: **oneusgsupport@usg.edu**