State Charitable Contributions Program using Employee Self Service

Katy Manley | Self-Service Lead | OneUSG Connect
Diane Strenkowski | Payroll Lead | OneUSG Connect
Safe Harbor

The information published in these slides is accurate as of September 14, 2019.

This information, while accurate at this time, is subject to change.
Overview
State Charitable Contributions Program
About SCCP

• In the last 23 years, State of Georgia and University System employees contributed nearly $40-million to support a cause of their choice
• More than 140,000 employees are eligible to participate
• More than 900 charities
SCCP in OneUSG Connect

Fall 2019 Campaign
SCCP in OneUSG Connect

• Focus on payroll deductions through ESS
• Option to capture cash/check donations for reference only
• Option to capture “I do not wish to participate”
• No reference to debit/credit card donations
• Does not include fundraisers (bake sales, jean days, etc.)
Key Players

Institutions

OneUSG Connect

DOAS

America's Charities

Executive Agent

Development Partner
High-Level Overview & Process

- Employees elect payroll deduction to begin in January 2020
  - Monthly = 1 deduction per check
  - Bi-Weekly = 1 deduction from each check (2 per month)
    - no deduction from third check in months with three BW payrolls
Employee Perspective
The State Charitable Contribution Program is not open for elections at this time. Please check back later this fall. Thank you for your support!
Employee Perspective

- County
- Charity
- Amount per Check
- Save + Add additional
Employee Perspective

- Deduction will total the sum of all contributions:
  - Charity #1 = $10
  - Charity #2 = $10

  Total Deduction = $20.00
Payroll & General Deductions
After Employee Elections

- Fall Campaign
- EE Makes Elections
- Validate Deductions throughout year
- Load to General Deductions
- Validate Deductions throughout year
General Deductions

• Deduction Code: 00CHAR
  • One deduction for the total amount contributed per pay check
• Deductions begin during 2020 Payroll:
  • January 3, 2020 for Bi-Weekly EEs (24 deductions)
  • January 31, 2020 for Monthly EEs (12 deductions)
General Deductions - Monthly

$100.00 x 12 pay periods
SCCP Administrator

Security Role
SCCP Administrator

• Maintain Campaign Dates
  • BOR Customizations > SCCP Contributions > Setup > Charitable Admin Date Cntl

• Maintain Message Catalog
  • BOR Customizations > SCCP Contributions > Setup > Charitable Admin Setup

• Manage SCCP Contributions
  • Manual data entry from paper forms
Manage SCCP Contribution
Manage SCCP Contributions

**Maintain Employee Contribs**

Enter any information you have and click Search. Leave fields blank for a full search.

**Search Criteria**

- **Empl ID** begins with [ ]
- **Name** begins with [ ]
- **Last Name** begins with [ ]
- **Include History** [ ]
- **Correct History** [ ]
- **Case Sensitive** [ ]

**Find an Existing Value**

**Effective Date** 01/01/2020

**County Code** 076

**Contribution Year** 2020

**Receive an acknowledgement from charity?** [ ]

**Total Amount** 0.00000

**Contribution Code** 101422

- **Payment Type**
  - [ ] Cash
  - [ ] Check
  - [ ] Money Order
  - [ ] Pay Deduction

- **Payment Schedule**
  - [ ] Annual Academic (10)
  - [x] Hourly (26)
  - [ ] Annual - Fiscal (12)
  - [ ] Monthly (12)

**Total Contribution Amount**

- **Pay Sched Amt** 100.00
Manage SCCP Contribution

- Employees who elect not to participate
- NPA000
Behind The Scenes

- Institutions remit funds to DOAS (same as existing process)
- America’s Charities disperses funds to charities quarterly
- Institutions will submit cash/check donations separately
Job Aids & Support

• Job Aids
  • ESS enrollment
  • Admin Setup
  • Manage Contributions
  • FAQs (in progress)

• SSCC Call Center

• SCCP site: http://gasccp.org/
Follow-Up from UAT

- xxJ pay group
- Bi-weekly calculating for 24 deductions
- Queries & Reports
- Future Enhancements
Questions?
thank you!