



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.

- Under the side bar menu, Click **BOR Customization**.
- Click **SCCP Contributions**.
- Click **Setup**.



1.2. Manage Campaign Dates.

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

Set ID 12000 Year 2019

Effective Date 07/26/2019 Status Active

Date Control

*From Date 09/26/2019 *Last Date 12/31/2019

Buttons: Save, Return to Search, Notify, Add, Update/Display, Include History, Correct History

Charitable Campaign Date Cntl

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Set ID begins with 18000 x

Year begins with 2019

Include History Correct History

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Set ID	Year
18000	2019

Find an Existing Value Add a New Value

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.

Effective Date 07/09/2019 Status Active

Mailing Address

Coordinator Title

Location Room

Mail Code

Text Messages

Text Msg1 University does not currently accept cash or check donations.

Text Msg2 Please ensure you have selected a payroll deduction for your SCCP contribution.

Text Msg3

Text Msg4

Effective Date 07/09/2019 Status Active

Mailing Address

Coordinator [redacted] Title SCCP Coordinator

Location 226 University Budget Office Room [redacted]

Mail Code [redacted]

Text Messages

Text Msg1 Please make checks payable to [redacted], Campaign for Charities.

Text Msg2 Bring cash in person or mail your check to:

Text Msg3 [redacted]

Text Msg4 Athens, GA 30602

Effective Date 07/09/2019 Status Active

Mailing Address

Coordinator [redacted] Title SCCP Coordinator

Location 300 Parks Hall Room [redacted]

Mail Code [redacted]

Text Messages

Text Msg1 University does not accept donations by check.

Text Msg2 Please bring cash donations to 300 Parks Hall.

Text Msg3

Text Msg4



! 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

Effective Date: 07/09/2019 Status: Active

Mailing Address

Coordinator: [redacted] Title: SCCP Coordinator
 Location: 226 University Budget Office Room: [redacted]
 Mail Code: [redacted]

Text Messages

Text Msg1: Please make checks payable to [redacted], Campaign for Charities.
 Text Msg2: Bring cash in person or mail your check to:
 Text Msg3: [redacted]
 Text Msg4: Athens, GA 30602

ESS Campaign Contribution

Final Step - Print Charitable Campaign Pledge

Thank you for your Charitable Campaign Pledge!

Please print a copy of this page for your records. You may return to the donation site at any time during the campaign period if you wish to make changes to your pledge.

Charitable Campaign Pledge for January - December 2019

Agency	Description	Payroll Pledge	Cash/Check Pledge	Total
101101	GA 4-H Foundation		50.00	50.00
101300	The United Methodist Childrens Home of the North G	100.00		1,200.00

Please make checks payable to: [redacted], Campaign for Charities.
 Bring cash in person or mail your check to:
 [redacted]
 Athens, GA 30602

SCCP Coordinator
226 University Budget Office

3. Manage SCCP Contribution.

Navigation

NavBar > Navigator > BOR Customizations > SCCP Contributions

3.1. Enter a SCCP Contribution.

- Click **Manage SCCP Contribution**
- Search for the employee by using their **Empl ID** or **Name**.

Maintain Employee Contribs

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

Find an Existing Value

Search Criteria

Empl ID (begins with) [redacted]
 Name (begins with) [redacted]
 Last Name (begins with) [redacted]

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria



- 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.

The screenshot shows a web interface for managing charitable contributions. At the top, there is a search bar for 'Empl ID' and a list of actions: 'Find | View All', 'First', '1 of 2', and 'Last'. Below this, the 'Effective Date' is set to '01/01/2020' and the 'Contribution Year' is '2020'. The 'County Code' is '078' and the location is 'JACKSON'. A checkbox for 'Receive an acknowledgement from charity?' is checked. The 'Total Amount' is '0.000000'. Below this, there is another search bar for 'Contribution Code' with the value '101422' and the name 'Crisis Pregnancy Center for Coastal GA'. There are two sections: 'Payment Type' with radio buttons for 'Cash', 'Check', 'Money Order', and 'Pay Deduction' (which is selected); and 'Payment Schedule' with radio buttons for 'Annual Academic (10)', 'Hourly (26)', 'Annual - Fiscal (12)' (which is selected), and 'Monthly (12)'. At the bottom, there is a 'Pay Sched Amt' field with the value '100.00' and a 'Total Contribution Amount' field. At the very bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

- 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**.