

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

August 28, 2025

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2026-09

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: 2025 State Combined Charitable Campaign

The 2025 State Combined Charitable Campaign will take place from Sept. 3, 2025 through Dec. 1, 2025. The SCCC is the only state approved charitable activity that enables payroll deducted contributions from LaGov HCM paid state employees. As a reminder, during the fall campaign, agencies should refrain from soliciting for any individual charity. All efforts should be focused on the SCCC as a whole. For fundraising ideas, visit the [SCCC website](#).

Employees can designate their payroll deductions for the SCCC through LEO. Agencies can print or refer employees to the instruction document "[How to Contribute to SCCC Using LEO](#)" for more information. OSUP encourages agencies and employees to use the LEO feature to enter payroll deduction pledges. 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 Nov. 6, 2025. After LEO enrollment closes, payroll deductions created in LEO will automatically be created in LaGov HCM. Agencies can run ZP74, Recurring/Additional Payments/Deduction 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.

New This Year!

LaGov HCM users with the Enhanced EA Processor security roles now have access to the ZP279 SCCC Report. This report can be used to identify pledges entered in LEO during the campaign season. Coordinators with this role can run the report using the **/SCCC** variant to view real time results for LEO pledges. Coordinators outside of Human Resources may request this report from their agency's HR department.

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Note: The data on this report is real-time and can change throughout the campaign, as employees are able to continually change their pledge information in LEO. The final ZP279 report will be available on Nov. 7, 2025 once the campaign period ends.

Refer to the [State Combined Charitable Campaign](#) procedures on the [OSUP Procedures page](#) of the website for additional information. Direct questions to a member of the OSUP Benefits and Financial Administration Unit by email at the following address: _DOA-OSUP-BFA@la.gov or by phone at (225):

Angela Collins 342.5354
Kyler Gagliano 342.5345

Jodi Bullock 342.5377

APH:AC/par