

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

November 16, 2018

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2019-23

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Annual SCCC Campaign Close Notice – Reminder to Enter Payroll
Deductions for the First Pay Period in 2019

The 2018 State Combined Charitable Campaign (SCCC) began September 5, 2018 and continues until December 1, 2018. SCCC coordinators should have forwarded pledge forms collected during the campaign to HR/Payroll offices for entry into the LaGov HCM system.

Agencies should refer to the [State Combined Charitable Campaign](#) procedure available on the [Procedures](#) page of the [OSUP Website](#) for payroll entry information.

- SCCC deductions are valid for a maximum of one (1) payroll calendar year.
- Recurring deductions (IT14) must begin on 12/17/2018 and end on 12/15/2019.
- One-time deductions (IT15) should be created for 12/30/2018 (PP01.2019).
- Use Wage Type 5620 when creating recurring or one-time deductions.

Note: Only pledge forms received during the 2018 campaign period should be entered in LaGov HCM. New pledge forms received outside the 2018 campaign should not be accepted until the 2019 campaign period.

This Campaign year, employees were allowed to designate payroll deduction pledges through the LEO SCCC application until October 31, 2018 in lieu of paper pledge forms. After the LEO enrollment period closed, payroll deductions created in LEO were automatically created in LaGov HCM. Agencies can run ZP74, Recurring/Additional Payments/Deductions Report, for wage type 5620 for period 01.2019 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. LEO pledges will be identified on the report with a system ID (SCCC_EE_UPDT) in the "Changed By" column.

If there are any questions on this information, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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APH/SW:mgc