

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

August 30, 2023

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2024-05

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

FROM: Andrea P. Hubbard
Director

SUBJECT: 2023 State Combined Charitable Campaign

The 2023 State Combined Charitable Campaign will take place from Sept. 5, 2023 through Dec. 1, 2023. 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](#).

Online Enrollment through LEO!

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 Oct. 31, 2023. 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.

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):

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