

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

November 28, 2023

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2024-25

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 2024

The 2023 State Combined Charitable Campaign began Sept. 1, 2023 and continues until Dec. 1, 2023. SCCC coordinators should have forwarded pledge forms collected during the campaign to HR/Payroll offices for entry into the LaGov HCM system.

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 payroll calendar year.
- Recurring deductions (IT14) must begin on 12/25/2023 and end on 12/22/2024.
- One-time deductions (IT15) should be created for 1/07/2024 (PP01.2024).
- Use wage type 5620 when creating recurring or one-time deductions.

Note: Only pledge forms received during the 2023 campaign period should be entered in LaGov HCM. New pledge forms received outside the 2023 campaign should not be accepted until the 2024 campaign period.

Direct questions to a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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APH/AC:tlb