



### Overview/Description

This job aid describes how to make State Charitable Contributions Program (SCCP) pledges.

### Prerequisite(s)

N/A

### Instructions

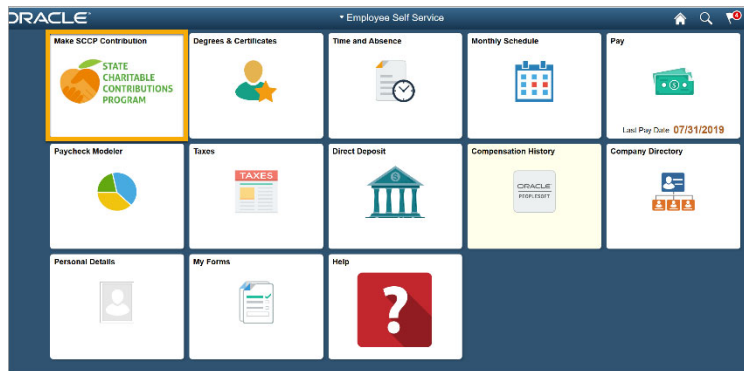
#### 1. Make SCCP Elections.

#### Navigation

Employee Self Service (Homepage) > Make SCCP Contribution

##### 1.1. Make Charitable Campaign Pledge.

- a. From the Homepage of Employee Self Service, click the **Make SCCP Contribution** tile.



- b. Select your **County of Residency**.

**Note:** If your residence is located outside the state of Georgia, select "Fulton County."

**Make Charitable Campaign Pledge**

Make Charitable Campaign Pledge

Thank you for your interest in helping others through the Charitable Campaign. Together, we can truly build better communities through our collective sharing!

The next few pages will step you through the process of pledging. Please contact your unit ambassador or the Campaign Chairperson listed below if you have any questions.

**Get Started - Select County of Residency**

If your county of residency is blank or listed incorrectly, click on the magnifying glass icon to select the appropriate county of residency. **If your residence is outside the state of Georgia, select Fulton county.**

\*County of Residency

(Required by the State of Georgia Charitable Campaign)



c. Once you select the appropriate county, click **Next**.

**Make Charitable Campaign Pledge**

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**Get Started - Select County of Residency**

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\*County of Residency

(Required by the State of Georgia Charitable Campaign)

## 1.2. Select Participation.

a. If you **do not** wish to participate in the State Charitable Contributions Program, select the box indicating "I do not wish to participate."

**Make Charitable Campaign Pledge**

Make Charitable Campaign Pledge

First identify the 6-digit Agency Code for a charitable organization to which you wish to designate your pledge. You can find details on these codes by clicking on the link below:

[View All Agencies](#)

If you do not designate an organization, your contribution will be distributed among all eligible organizations in the same proportions as the total designations in your area.

**Add/Edit Pledge**

Charity

Enter Amount to be Deducted per Paycheck

Enter Amount of Cash/Check

I do not wish to participate in the SCCP this year:

[Employee Home](#)  
[View SCCP Pledge](#)

b. If you **do** wish to participate, click the magnifying glass icon beside **Charity** to for a list of available charities.

**Make Charitable Campaign Pledge**

Make Charitable Campaign Pledge

First identify the 6-digit Agency Code for a charitable organization to which you wish to designate your pledge. You can find details on these codes by clicking on the link below:

[View All Agencies](#)

If you do not designate an organization, your contribution will be distributed among all eligible organizations in the same proportions as the total designations in your area.

**Add/Edit Pledge**

Charity

Enter Amount to be Deducted per Paycheck

Enter Amount of Cash/Check

I do not wish to participate in the SCCP this year:

[Employee Home](#)  
[View SCCP Pledge](#)



- c. Once you make your charity selection, indicate your pledge:
  - **Enter Amount to be Deducted per Paycheck**
  - **Enter Amount of Cash/Check** (one-time cash/check donation)
- d. Click **Save Pledge**.

**Make Charitable Campaign Pledge**

Make Charitable Campaign Pledge

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[View All Agencies](#)

If you do not designate an organization, your contribution will be distributed among all eligible organizations in the same proportions as the total designations in your area.

**Add/Edit Pledge**

Charity: 101451 Books for Keeps Inc

Enter Amount to be Deducted per Paycheck: 100.00

Enter Amount of Cash/Check: [input field]

I do not wish to participate in the SSCP this year:

Save Pledge Cancel Pledge

**Note:** You may add up to twelve (12) different contributions by selecting **Add New Pledge** and repeating the contribution steps outlined above.

- e. Once you have made your pledge(s), select if you would like to receive a letter acknowledging your gift.
- f. Click **Submit Pledge**.

**Make Charitable Campaign Pledge**

Make Charitable Campaign Pledge

For your convenience, any pledges made during last year's campaign will initially be displayed so that you do not need to re-enter that information this year. **If you do not wish to make any changes, just click Submit Pledge and you will continue the same pledge(s) made last year.**

You may select up to 12 different agencies, making a minimum donation of \$1 per pay period per agency. Once you are satisfied with your changes, click **Submit Pledge**. Remember that every dollar counts.

**Add/Edit or Verify Pledge**

Agency	Description	Payroll Pledge	Cash / Check Pledge	Total		
1 101451	Books for Keeps Inc	100.00		1200.00	Edit	Delete
2 101101	GA 4-H Foundation		50.00	50.00	Edit	Delete
3 101431	Joseph & Sarah Caring for Vets	15.00		180.00	Edit	Delete

Add New Pledge

**Submit Pledge**

Click the **Submit Pledge** button to save and submit your pledge(s).

Yes Would you like to receive a letter acknowledging your gift(s) from the State Charitable Contributions Program?  
 No

Submit Pledge



## 2. View Charitable Campaign Pledge.

### Navigation

Employee Self Service (Homepage) > Make SCCP Contribution

### ! Important

#### **DO NOT MAIL CASH CONTRIBUTIONS**

If your institution accepts cash contributions for the State Charitable Contribution Program, please contact your institutional SCCP representative to confirm where you should bring your donation.

#### 2.1. Print or save a copy for your records.

Once you submit your pledge, your contribution summary page will appear. Payroll deduction pledges and cash/check contributions will appear with their annual total. If your institution accepts cash/check contributions, the instructions will be listed below your pledge totals.