

SECA Enrollment through ESS

Trigger: An employee wants to participate in the annual State Employee Combined Appeal (SECA). By using the SECA Enrollment form provided on ESS, employees can easily choose their desired charity, up to a maximum of ten charities, and designate the amount to be deducted from each paycheck for each given charity.

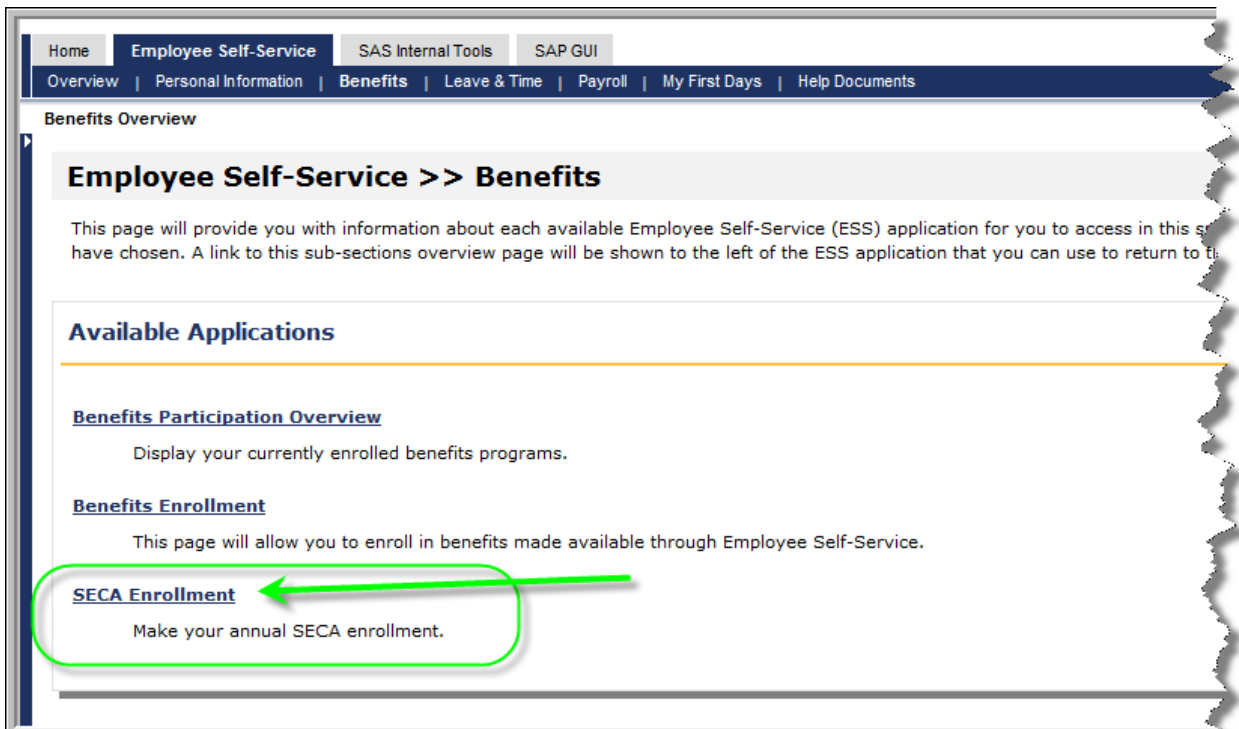
For step by step instructions of how to complete the SECA enrollment process on ESS, begin with step 1 on this page.

For help on making changes to previously submitted SECA enrollments or for more information regarding errors encountered during the SECA enrollment process, [click here to go to the Potential Variations to the SECA Enrollment Process](#) section.

1. From ESS, select *Benefits*.



2. Select *SECA Enrollment*.



Employee Self-Service (ESS) Screens - Benefits - SECA Enrollment

3. From the *SECA Enrollment – Donation Selection* screen, you can view the *List of SECA Charities and Resource Guide*.

SECA Enrollment - Donation Selection

- Complete the table below if you wish to designate your SECA payroll deduction to a charity(ies), up to a maximum of ten charities. The Charity Codes can be found by clicking on the "List of SECA Charities" below.
 1. **Contribution Type** - Enter a "1" for a one-time donation OR leave blank for regular payroll deductions.
 2. **Designation Code** - Enter the first 4 digits of the charity designation.
 3. **Designation Ext** - Enter the second 4 digits of the charity designation. To contribute to SECA without designating a specific charity, enter "0000" in the Designation Code and Designation Ext fields. Undesignated deductions will be distributed proportionately to the nine umbrella organizations, covering over 1000 charities.
 4. **Amount** - Enter the amount, per paycheck, you would like to donate. If you have noted a one-time deduction in the contribution type field, enter the full amount you would like to donate.
 5. Repeat this process if you wish to donate to more than one charity.
- When you are satisfied with your submission, click the "Save SECA Enrollments" button at the bottom of the page.

Plan Year: 2016 [List of SECA Charities and Resource Guide](#)

Donations - Press the enter key on any field to update your total below.


Contribution Type	Designation Code	Designation Ext	Charity Name	Amount

4. The SECA Resource Guide will open in a separate tab.

The screenshot shows a web browser window with the address bar displaying <http://www.passhe.edu/inside/hr>. The browser has several tabs open, including "SECA Enrollment - PA State Sy..." and "passhe.edu". A new tab titled "SECA Resource Guide Tab" is highlighted with a green box, and a green arrow points to it from the "List of SECA Charities and Resource Guide" link in the previous screenshot. The browser's menu bar includes File, Edit, Go to, Favorites, and Help. The toolbar shows various icons for navigation and utility. The main content area of the browser is mostly blank, with a large black graphic of a stylized figure with a crown-like headpiece at the bottom.

Employee Self-Service (ESS) Screens - Benefits - SECA Enrollment

- The SECA Resource Guide provides more detailed information regarding the SECA Campaign. Also within the SECA Resource Guide, employees will find the charity *designation codes and designation extensions* that are necessary for online SECA enrollment through ESS. Review the charities available and make note of the desired charity election(s) by taking note of the *designation code* and *designation extension* related to the charity desired for SECA enrollment.

 **pennsylvania**
STATE EMPLOYEE COMBINED APPEAL

America's Charities
America's Charities works to develop the spirit of giving at the workplace by offering a broad range of charities reflecting the diversity of the American people and providing efficient, low-cost workplace charitable giving campaigns. Our goal is providing member charities with the financial resources required to meet emerging needs.

5000-0000 America's Charities (AC)
 5000-0001 "I Have a Dream" Foundation
 5000-0002 AIDS Fund
 5000-0003 Alzheimer's and Aging Research Center
 5000-0004 American Center for Law & Justice
 5000-0005 American Civil Liberties Union Foundation
 5000-0048 Amnesty International USA
 5000-0006 Angel's Place, Inc.
 5000-0007 Arthritis & Chronic Pain Research Institute
 5000-0008 Boy Scouts of America National Council
 5000-0009 Breast Cancer Research Foundation

Christian Service Charities
Christian charities you know and trust, working to overcome poverty, hunger, hopelessness, religious persecution, abuse, disease, illiteracy, homelessness, addiction, broken families and separation from God. Humanitarian services such as clean water, fresh crops, and healthy livestock provide life to the poor. America's generous and God's grace reaches a needy world.

7000-0000 Christian Service Charities
 7000-0001 A Child's Hope Fund
 7000-0002 Aid to Children, Youth and Families
 7000-0025 American Family Association
 7000-0028 Biblica
 7000-0005 Blessings International
 7000-0006 Children's Food Fund/World Emergency Relief
 7000-0007 Children's Hunger Relief Fund
 7000-0029 Christian Blind Mission
 7000-0008 Christian Foundation for Children & Adults

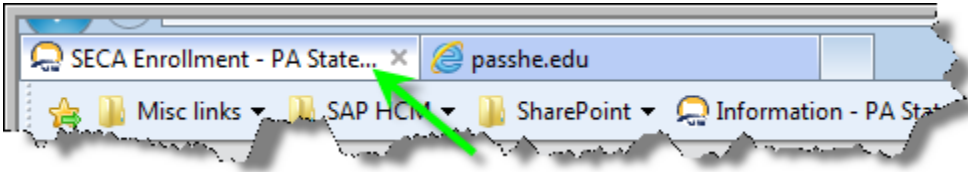
Designation Code

Designation Extension

5000-0000 America's Charities (AC)
 5000-0001 "I Have a Dream" Foundation
 5000-0002 AIDS Fund
 5000-0003 Alzheimer's and Aging Research Center
 5000-0004 American Center for Law & Justice
 5000-0005 American Civil Liberties Union Foundation
 5000-0048 Amnesty International USA
 5000-0006 Angel's Place, Inc.
 5000-0007 Arthritis & Chronic Pain Research Institute


Employee Self-Service (ESS) Screens - Benefits - SECA Enrollment

5.1. After browsing the resource guide and list of charities, return to the *SECA Enrollment – Donation Selection* screen by clicking on the tab *SECA Enrollment – PA State System of Higher Education*.




NOTE: Employees may also search for the charity by name from the *SECA Enrollment – Donation Selection* screen through the following steps:

Using the search feature to find SECA charities


5.2. Click in the *Designation Code* field, and a selection/search button will appear 

Donations - Press the enter key on any field to update your total below.

Contribution Type	Designation Code	Designation Ext	Charity Name	Amount
1	5000	0000	America's Charities	1,000.00
				0.00
				0.00
				0.00

5.3. Click the selection/search button, and a search box will appear.

Search: Designation Code □ ×

Search Criteria Hide Search Criteria 

Designation Code	▼	is	▼	<input type="text"/>	+ -
Designation Ext	▼	is	▼	<input type="text"/>	+ -
Charity Name	▼	is	▼	<input type="text"/>	+ -
County	▼	is	▼	<input type="text"/>	+ -

Maximum Number of Results:

5.4. The search box is most effectively utilized by entering either the *Charity Name* or the *County* fields. A search is performed by entering all or part of the Charity Name or County.

Search: Designation Code □ ×

Search Criteria Hide Search Criteria ⚙️ ?

Designation Code	is		+ -
Designation Ext	is		+ -
Charity Name	is	Red Cross	+ -
County	is		+ -

Maximum Number of Results: 500

Search Clear Entries Reset to Default

Results List: 50 results found for Designation Code

Pl...	Designatio...	Designatio...	Charity Name	County	Umbrella or Local UW
2016	4103	0002	American Red Cross of...	West Chester/Chester	United Way of Chester ...
2016	4104	0001	American Red Cross of...	Hatfield/Montgomery	North Penn United Way

5.5. Results that contain the searched criteria will be displayed. To select, simply click on the *Charity Name*.

Results List: 50 results found for Designation Code

Pl...	Designatio...	Designatio...	Charity Name	County	Umbrella or Local UW
2016	4103	0002	American Red Cross of...	West Chester/Chester	United Way of Chester ...
2016	4104	0001	American Red Cross of...	Hatfield/Montgomery	North Penn United Way
2016	4112	0002	American Red Cross of...	Bucks	United Way of Bucks C...
2016	4201	0001	American Red Cross of...	Reading/Berks	United Way of Berks Co...

Employee Self-Service (ESS) Screens - Benefits - SECA Enrollment

- 5.6. The selected charity is now displayed on the *SECA Enrollment – Donation* screen. The *Designation Ext* field and *Charity Name* fields are now populated with information.
- 5.7. Employees will then be required to designate an *Amount per Pay* and the *Contribution Type*. You can choose a one-time donation by entering '1' into the contribution type field or if you leave the field blank the amount will be taken out per pay.

Note: You must use the same contribution type for multiple selected charities (either all blank or all '1')

Plan Year: 2016 [List of SECA Charities and Resource Guide](#)

Donations - Press the enter key on any field to update your total below.

Contribution Type	Designation Code	Designation Ext	Charity Name	Amount
	5000	0000	America's Charities	10.00
	4103	0002	American Red Cross of Central, ...	10.00
				20.00

6. Alternatively, manually enter the *Designation Code*, *Designation Ext*, and the *Amount per Pay* on the *SECA Enrollment -Donation Selection* screen as shown below.

Plan Year: 2016 [List of SECA Charities and Resource Guide](#)

Donations - Press the enter key on any field to update your total below.

Contribution Type	Designation Code	Designation Ext	Charity Name	Amount
	5000	0000	America's Charities	10.00
				0.00

Employee Self-Service (ESS) Screens - Benefits - SECA Enrollment

6.1. Continue adding charity selections in the same manner, up to a maximum of ten. When finished, click the Calculate button to see the Total Amount Per Pay that will be deducted from the paycheck. The Total Amount Per Pay will then be multiplied by the number of pays the employee receives in a year. The Total Annual Amount that the employee will be donating to charity will be displayed.

Plan Year: 2016 [List of SECA Charities and Resource Guide](#)

Donations - Press the enter key on any field to update your total below.

Contribution Type	Designation Code	Designation Ext	Charity Name	Amount
	5000	0000	America's Charities	10.00
	6000	0000	PASSHE Foundation	15.00
	6000	0001	Edinboro University Foundation	3.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

This pledge will be deducted from your pay checks in the calendar year of 2016.

Total Amount Per Pay	\$28.00
Number of Pay Dates Per Year	26
Total Annual Amount	\$728.00

6.2. If electing a one-time donation, type a '1' in the contribution type field.

Donations - Press the enter key on any field to update your total below.

Contribution Type	Designation Code	Designation Ext	Charity Name	Amount
1	5000	0000	America's Charities	10.00
1	6000	0000	PASSHE Foundation	15.00
1	6000	0001	Edinboro University Foundation	3.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

This pledge will be deducted from your pay checks in the calendar year of 2016.

Total Amount Per Pay	\$0
Number of Pay Dates Per Year	1
Total Annual Amount	\$28.00

Employee Self-Service (ESS) Screens - Benefits - SECA Enrollment

7. At the bottom of the *SECA Enrollment – Donation Selection* screen, information regarding *Leadership Giving* will appear. The minimum amount per pay for the employee to be a leadership giver will be displayed. If the amount displayed for the employee is greater than or equal to the *Total Amount Per Pay* calculated, employees may check the box for *Leadership Giving* to indicate that they would like to receive public recognition for their level of donation. If receiving public recognition is not desired, simply leave the *Leadership Giving* box unchecked.

Total Amount Per Pay	\$28.00
Number of Pay Dates Per Year	26
Total Annual Amount	\$728.00

Leadership Giving

Governor's Circle donors give the equivalent of 1 hour of pay per month. Gold donors give the equivalent of a 1/2 hour of pay per month. For a listing of what leadership givers receive if they agree to be recognized, review the resource guide.

The minimum amount per pay to be a leadership giver is **\$6.01** and the one time contribution amount is **\$156.26**

Acknowledgement Request
I authorize SECA to release my name and address to the charities I have elected to donate to, so that those organizations may send me an acknowledgement, if it is their policy to do so. I understand that SECA does not set policy on acknowledgements given by individual participating charities.

Leadership Giving
Yes, my donation meets or exceeds one of the leadership levels, and I would like to receive the recognition, including public acknowledgement of my name only, that is associated with my giving level.

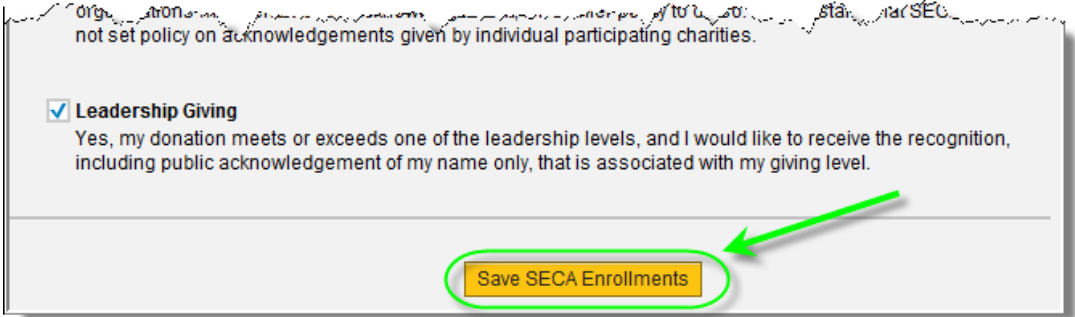
Save SECA Enrollment

8. Employees must also decide whether or not they wish to check the box for the *Acknowledgement Request*. By checking this box, employees are authorizing SECA to release their name and address to the charities elected for donations, so that those organizations may send the employee an acknowledgement if it is their policy to do so. If receiving an acknowledgment is not desired, simply leave the *Acknowledgment Request* box unchecked.

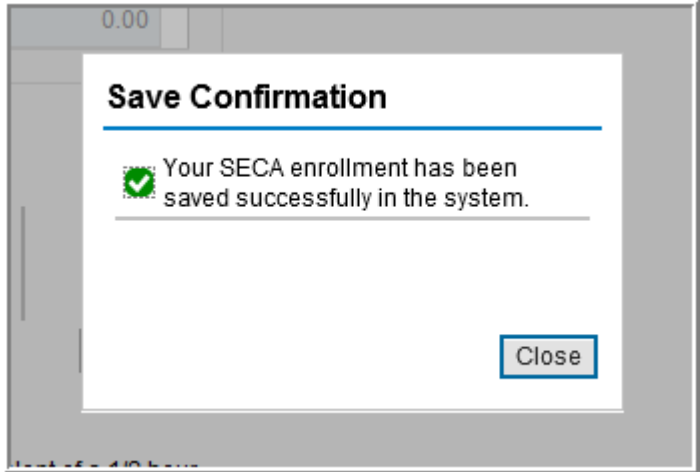
Acknowledgement Request
I authorize SECA to release my name and address to the charities I have elected to donate to, so that those organizations may send me an acknowledgement, if it is their policy to do so. I understand that SECA does not set policy on acknowledgements given by individual participating charities.

Employee Self-Service (ESS) Screens - Benefits - SECA Enrollment

- 9. If satisfied with the SECA enrollment/charity elections and no further changes are necessary, click *Save SECA Enrollments*.



- 10. A message will appear on the screen indicating that the SECA enrollment has been saved successfully in the system.



Potential Variations to the SECA Enrollment Process

Trigger: An employee wants to make changes to his or her previously submitted SECA enrollment during the open annual SECA appeal.

1. Follow steps 1 and 2 from page 1 of this document. Once on the *SECA Enrollment – Donation Selection* page, employees can choose to:

1.1. [Completely remove all charities selected for SECA enrollment.](#)

1.2. [Remove one or more, but not all, charities from SECA enrollment.](#)

1.3. [Modify donation amounts.](#)

1.4. [Modify selections made to the Acknowledgement Request and/or Leadership Giving.](#)

2. To completely remove all charities selected for SECA enrollment:

2.1. Click on the square next to the first charity to remove. This will highlight the entire row for deletion. Click the *Remove Selected Row* button.

Plan Year: 2016 [List of SECA Charities and Resource Guide](#)

Donations - Press the enter key on any field to update your total below.

Contribution Type	Designation Code	Designation Ext	Charity Name	Amount
<input type="checkbox"/>	6000	0000	PASSHE Foundation	15.00
<input type="checkbox"/>	5000	0000	America's Charities	10.00
<input type="checkbox"/>	6000	0001	Edinboro University Foundation	3.00
<input type="checkbox"/>				0.00
<input type="checkbox"/>				0.00
<input type="checkbox"/>				0.00
<input type="checkbox"/>				0.00
<input type="checkbox"/>				0.00
<input type="checkbox"/>				0.00
<input type="checkbox"/>				0.00

This pledge will be deducted from your pay checks in the calendar year of 2016.

Total Amount Per Pay	\$28.00
Number of Pay Dates Per Year	26
Total Annual Amount	\$728.00

2.2. Repeat step 2.1 above until all charities have been removed. If a checkmark appears in either the *Acknowledgement Request* or *Leadership* check boxes, employees must remove them. After removing all selections, click *Save SECA Enrollments*.

0.00

Remove Selected Row

This pledge will be deducted from your pay checks in the calendar year of 2016.

Total Amount Per Pay	\$0.00
Number of Pay Dates Per Year	26
Total Annual Amount	\$0.00

Calculate

Leadership Giving

Governor's Circle donors give the equivalent of 1 hour of pay per month. Gold donors give the equivalent of a 1/2 hour of pay per month. For a listing of what leadership givers receive if they agree to be recognized, review the resource guide.

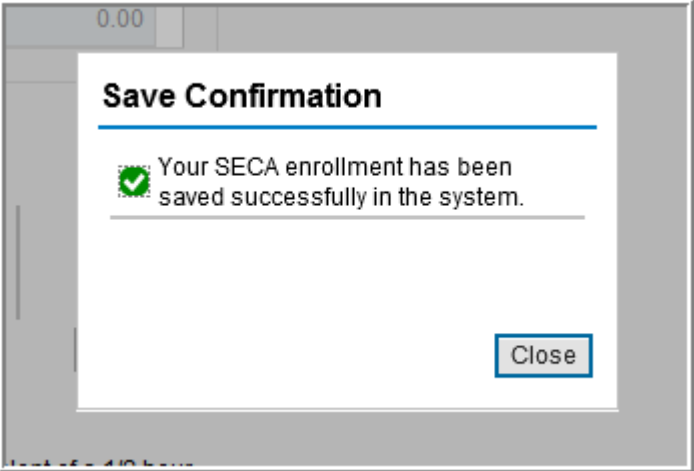
The minimum amount per pay to be a leadership giver is: **\$6.01 and the one time contribution amount is \$156.26**

Acknowledgement Request
I authorize SECA to release my name and address to the charities I have elected to donate to, so that those organizations may send me an acknowledgement, if it is thier policy to do so. I understand that SECA does not set policy on acknowledgements given by individual participating charities.

Leadership Giving
Yes, my donation meets or exceeds one of the leadership levels, and I would like to receive the recognition, including public acknowledgement of my name only, that is associated with my giving level.

Save SECA Enrollments

2.3. A message will appear on the screen indicating that the SECA enrollment has been saved successfully in the system. This completes the process of removing the SECA charity enrollments completely.



3. **To remove one or more, but not all, charities from SECA enrollment:**

3.1. Click on the square next to the desired charity for removal. This will highlight the entire row for deletion. Click the *Remove Selected Row* button.

Plan Year: 2016 [List of SECA Charities and Resource Guide](#)

Donations - Press the enter key on any field to update your total below.

Contribution Type	Designation Code	Designation Ext	Charity Name	Amount
	6000	0000	PASSHE Foundation	15.00
	5000	0000	America's Charities	10.00
	6000	0001	Edinboro University Foundation	3.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

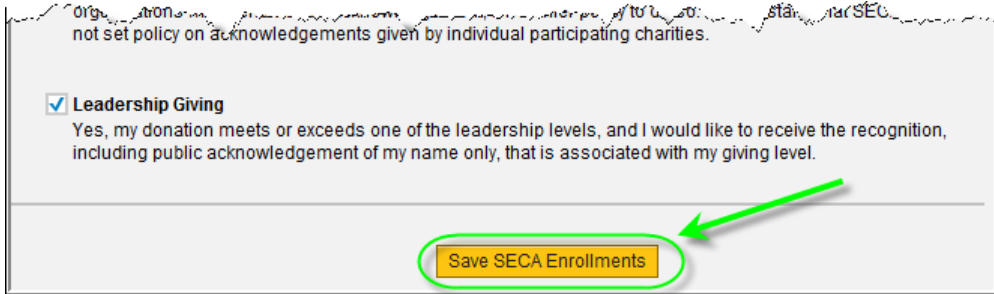
Remove Selected Row

This pledge will be deducted from your pay checks in the calendar year of 2016.

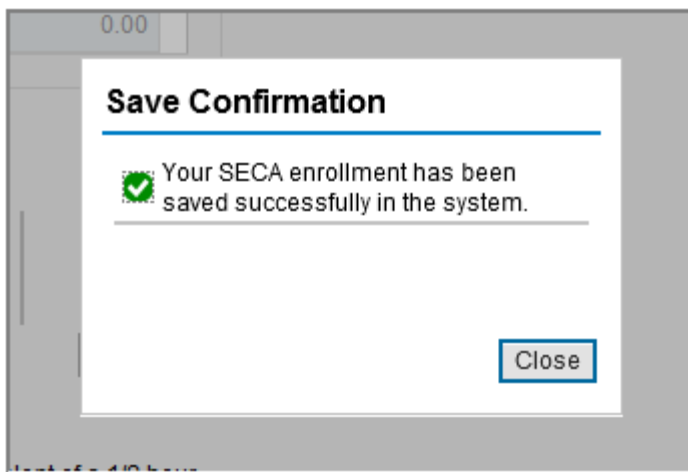
Total Amount Per Pay	\$28.00
Number of Pay Dates Per Year	26
Total Annual Amount	\$728.00

Calculate

3.2. Repeat step 3.1 above until all charities desired for removal have been removed. When finished removing charities, click *Save SECA Enrollments*.



3.3. A message will appear on the screen indicating that the SECA enrollment has been saved successfully in the system. This completes the process of removing one or more, but not all, SECA charity enrollments.



4. Modify donation amounts.

- 4.1. Locate the desired charity to modify the amount for donation and simply highlight the dollar amount to change in the *Amount per Pay* column.

Donations - Press the enter key on any field to update your total below.

Contribution Type	Designation Code	Designation Ext	Charity Name	Amount
	6000	0000	PASSHE Foundation	15.00
	5000	0000	America's Charities	10.00
	6000	0001	Edinboro University Foundation	3.00
				0.00

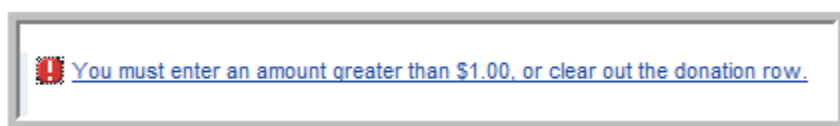
- 4.2. Enter the new dollar amount. Repeat step 4.1 above as many times as necessary for as many charities as necessary and then click *Save SECA Enrollments*.

not set policy on acknowledgements given by individual participating charities.

Leadership Giving
Yes, my donation meets or exceeds one of the leadership levels, and I would like to receive the recognition, including public acknowledgement of my name only, that is associated with my giving level.

[Save SECA Enrollments](#)

NOTE: \$0.00 cannot be entered for a charity. For employees who wish to reduce the amount contributed to a particular charity to \$0.00, refer to steps 2.1 through 3.3 above. Or, simply highlight the desired charity by clicking on the square next to the charity and then click the button *Remove Selected Row*. This will remove the charity from SECA enrollment and thus reduce the contribution to \$0.00 for that particular charity. Repeat this process as many times as necessary to remove charities.



Employee Self-Service (ESS) Screens - Benefits - SECA Enrollment

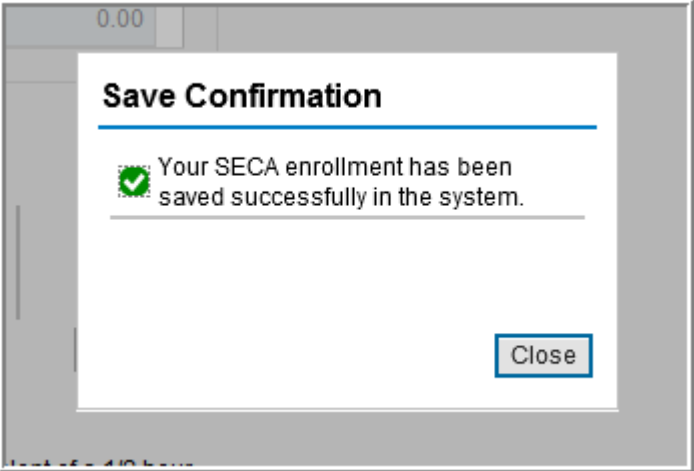
Year: 2016 List of SECA Charities and Resources

Donations - Press the enter key on any field to update your total below.

Contribution Type	Designation Code	Designation Ext	Charity Name	Amount
	6000	0000	PASSHE Foundation	15.00
	5000	0000	America's Charities	10.00
	6000	0001	Edinboro University Foundation	0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

Remove Selected Row

4.3. A message will appear on the screen indicating that the SECA enrollment has been saved successfully in the system. This completes the process of modifying one or more donation amounts for SECA charity enrollments.



Modify selections made to the Acknowledgement Request and/or Leadership Giving

5. Locate the *Acknowledgement Request* and *Leadership Giving* check boxes at the bottom of the *SECA Enrollment – Donation Selection* screen. To remove a previously selected check box, simply click on the checkmark located in the box to remove it. Likewise, to enter a checkmark in a previously unselected check box, simply click in the check box to add the checkmark.

The screenshot shows a form with two sections. The first section is titled "Acknowledgement Request" and contains the text: "I authorize SECA to release my name and address to the charities I have elected to donate to, so that those organizations may send me an acknowledgement, if it is thier policy to do so. I understand that SECA does not set policy on acknowledgements given by individual participating charities." The second section is titled "Leadership Giving" and contains the text: "Yes, my donation meets or exceeds one of the leadership levels, and I would like to receive the recognition, including public acknowledgement of my name only, that is associated with my giving level." Both sections have an unselected checkbox to their left. A green arrow points to the checkbox for "Acknowledgement Request" and another green arrow points to the checkbox for "Leadership Giving". At the bottom of the form is a yellow button labeled "Save SECA Enrollments".

- 5.1. When finished making adjustments, click *Save SECA Enrollments*.

The screenshot shows the same form as above, but with the "Leadership Giving" checkbox selected (checked). A green arrow points to the "Save SECA Enrollments" button, which is also circled in green. The "Acknowledgement Request" section is partially visible at the top of the screen.

- 5.2. A message will appear on the screen indicating that the SECA enrollment has been saved successfully in the system. This completes the process of modifying the *Acknowledgement Request* and/or *Leadership Giving* selections.

