

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.

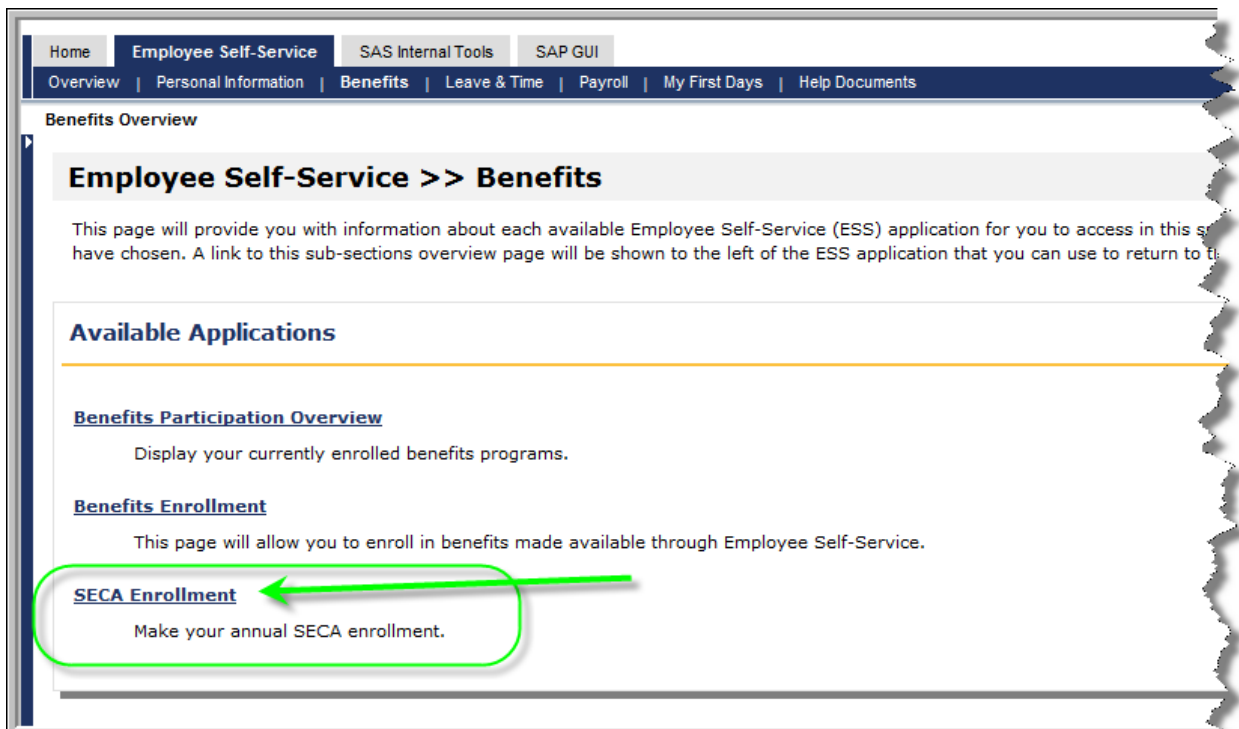
For step by step instructions of how to complete the SECA enrollment process on ESS, begin with step 1 on this page.

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*.



3. From the *SECA Enrollment – Donation Selection* screen, click on the link *List of SECA Charities*.

SECA Enrollment - Donation Selection

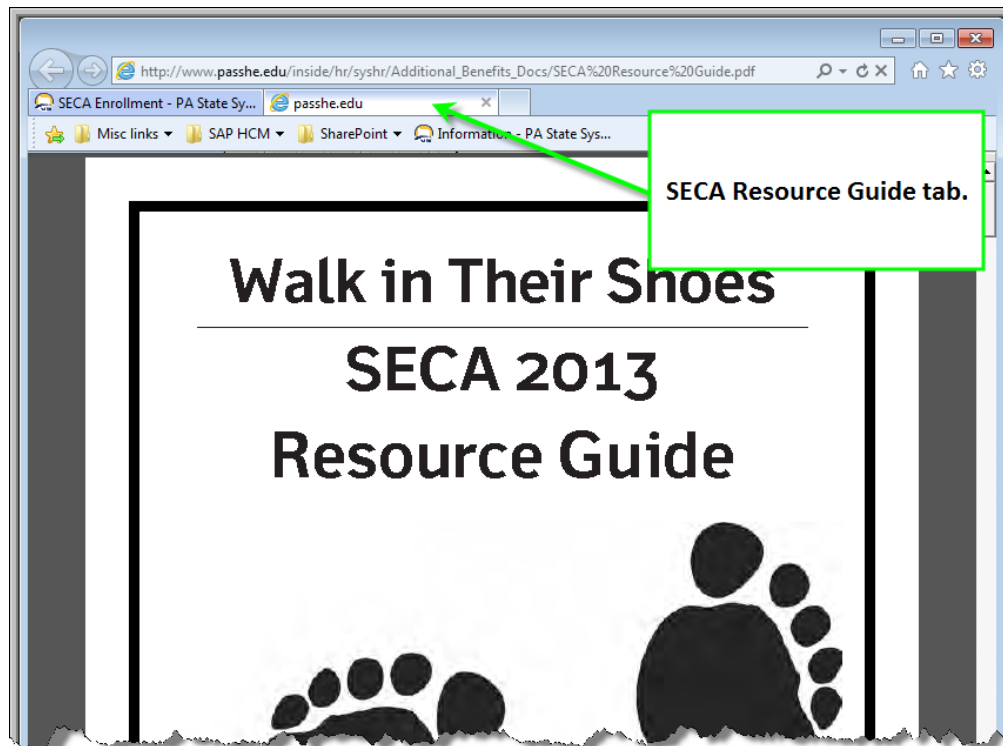
- Complete the table below if you wish to designate your SECA payroll deduction to a charity(ies), up to a maximum of ten charities. The Charity Codes can be found by clicking on the "List of SECA Charities" below.
 - Start by entering the first 4 digits of the charity designation in the first column of the table "Designation Code"
 - Continue by entering the second 4 digits of the charity designation in the second column of the table "Designation Ext"
 - Enter the amount, per paycheck, you would like to donate to the charity.
 - Repeat this process for each 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 eight umbrella organizations, covering over 1000 charities.
- When you are satisfied with your submission, click the "Save SECA Enrollments" button at the bottom of the page.

Plan Year: 2014 [List of SECA Charities](#)

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

Designation Code	Designation Ext	Charity Name	Amount per Pay
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4. The SECA Resource Guide will open in a separate tab.



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

5. 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 Center

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
5000-0008 Boy Scouts of America National Council
5000-0009 Breast Cancer Research Center

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

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

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



Plan Year: 2014 [List of SECA Charities](#)

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

Designation Code	Designation Ext	Charity Name	Amount per Pay
5000	0002	AIDS Fund	5.00
			0.00
			0.00
			0.00
			0.00
			0.00

A green arrow points to the Designation Code field (5000), and a hand icon points to the selection/search button in the Designation Ext field (0002).

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

United Way Designation Code: All Values

[Hide Filter Criteria](#) [Settings](#)

Designation Code: 

Designation Ext: 

Charity Name: 

County: 

Umbrella or Local UW: 

☒ Restrict Number of Value List Entries To

[Start Search](#) [Reset](#)

[OK](#) [Cancel](#)

- 5.3.** The search box is most effectively utilized by using the wildcard search in either the *Charity Name* or the *County* fields. A wildcard search is performed by entering all or part of the word of the subject being searched along with an asterisk (*). The asterisk may be used at the beginning, the end, or both the beginning and end of the search criteria being entered. For example, if searching for “American Cancer Society, East Central Division”, enter “American Cancer*” in the *Charity Name* field and click *Start Search*. This will search for any charity containing the words “American Cancer” in the name of the charity.

United Way Designation Code: All Values

Hide Filter Criteria Settings

Designation Code:

Designation Ext:

Charity Name:

County:

Umbrella or Local UW:

☒ Restrict Number of Value List Entries To

Start Search **Reset**

OK **Cancel**

- 5.4.** Results that contain “American Cancer” in the name of the charity will be displayed. In this case, “American Cancer Society, East Central Division is the second search result. To select, simply click on the *Charity Name*.

United Way Designation Code: All Values

Hide Filter Criteria Settings

Designation Code:

Designation Ext:

Charity Name:

County:

Umbrella or Local UW:

☒ Restrict Number of Value List Entries To

Start Search **Reset**

PlanY...	Designation Code	Designation Ext	Charity Name	County	Umbrella or Local UW
2013	2000	0006	American Cancer Society		Community Health Charities
2014	2000	0006	American Cancer Society, East Cent...		Community Hea

OK **Cancel**

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

- 5.5. American Cancer Society, East Central Division is now displayed as a selected charity on the *SECA Enrollment – Donation* screen. The *Designation Ext* field and *Charity Name* fields are now populated with information. Employees will then be required to designate an *Amount per Pay*.

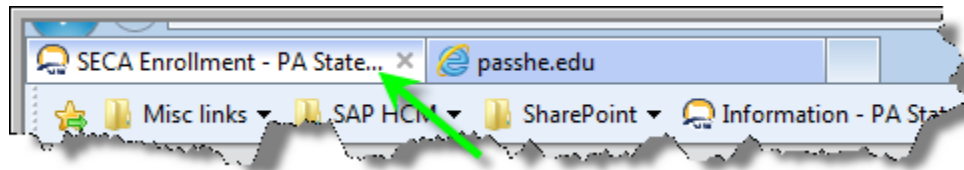
When you are satisfied with your submission, click the "Save SECA Enrollments" button at the bottom of the page.

Plan Year: 2014 [List of SECA Charities](#)

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

Designation Code	Designation Ext	Charity Name	Amount per Pay
2000	0006	American Cancer Society, East Central Division	0.00
			0.00
			0.00

6. After choosing the desired charity election(s), return to the *SECA Enrollment – Donation Selection* screen by clicking on the tab *SECA Enrollment – PA State System of Higher Education*.



7. Enter the *Designation Code*, *Designation Ext*, and the *Amount per Pay* on the *SECA Enrollment - Donation Selection* screen as shown below.

When you are satisfied with your submission, click the "Save SECA Enrollments" button at the bottom of the page.

Plan Year: 2014 [List of SECA Charities](#)

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

Designation Code	Designation Ext	Charity Name	Amount per Pay
5000	0000		10.00
			0.00
			0.00

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8. 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.

When you are satisfied with your submission, click the "Save SECA Enrollments" button at the bottom of the page.

Plan Year: 2014 [List of SECA Charities](#)

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

Designation Code	Designation Ext	Charity Name	Amount per Pay
5000	0000	America's Charities (AC)	10.00
5000	0001	I Have a Dream Foundation	5.00
5000	0002	AIDS Fund	1.00
5000	0003	Alzheimer's and Aging Research Center	1.00
5000	0004	American Center for Law & Justice	1.00
5000	0005	American Civil Liberties Union Foundation	1.00
5000	0006	Angel's Place, Inc.	1.00
5000	0007	Arthritis & Chronic Pain Research Institute	1.00
5000	0008	Boy Scouts of America National Council	1.00
5000	0009	Breast Cancer Coalition	1.00

[Remove Selected Row](#)

This pledge will be deducted from your pay checks in the calendar year of 2014.

Total Amount Per Pay	\$23.00
Number of Pay Dates Per Year	26
Total Annual Amount	\$598.00

[Calculate](#)

Leadership Giving

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

9. 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.

This pledge will be deducted from your pay checks in the calendar year of 2014.

Total Amount Per Pay	\$23.00
Number of Pay Dates Per Year	26
Total Annual Amount	\$598.00

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, visit www.seca.state.pa.us.

The minimum amount per pay to be a leadership giver is: **\$11.67**

☐ **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 Enrollments

10. 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.

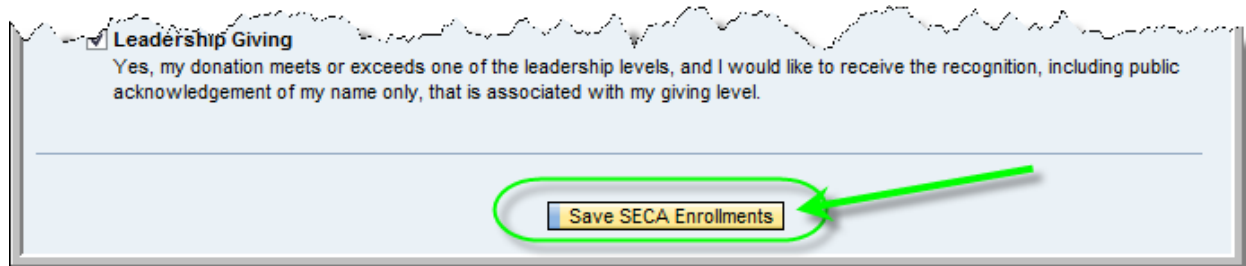
☒ **Acknowledgement Request**
I authorize SECA to release my name and address to the charities I have elected to donate to, so that those organizations may send me an acknowledgement, if it is their policy to do so. I understand that SECA does not set policy on acknowledgements given by individual participating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

☒ **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

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

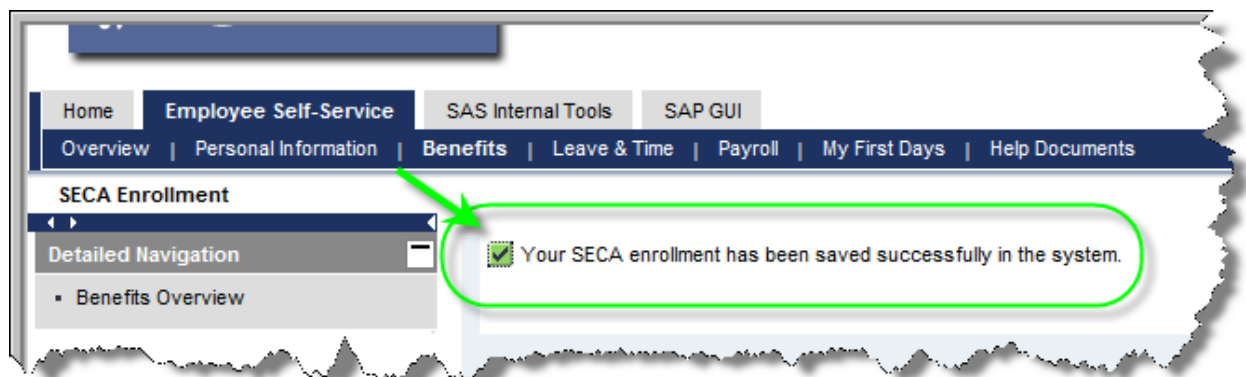
11. If satisfied with the SECA enrollment/charity elections and no further changes are necessary, click *Save SECA Enrollments*.



☒ **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](#)

12. A message will appear at the top of the *SECA Enrollment – Donation Selection* screen indicating that the SECA enrollment has been saved successfully in the system.



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☒ Your 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: 2014 [List of SECA Charities](#)

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

Designation Code	Designation Ext	Charity Name	Amount per Pay
5000	0001	I Have a Dream Foundation	10.00
5000	0002	AIDS Fund	5.00
5000	0003	Alzheimer's and Aging Research Center	1.00
5000	0004	American Center for Law & Justice	1.00
5000	0005	American Civil Liberties Union Foundation	1.00
5000	0006	Angel's Place, Inc.	1.00
5000	0007	Arthritis & Chronic Pain Research Institute	1.00
5000	0008	Boy Scouts of America National Council	1.00
5000	0009	Breast Cancer Coalition	1.00
5000	0000	America's Charities (AC)	1.00

Remove Selected Row

- 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*.

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

Designation Code	Designation Ext	Charity Name	Amount per Pay
			0.00
			0.00
			0.00
			0.00
			0.00
			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 2014.

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, visit www.seca.state.pa.us.

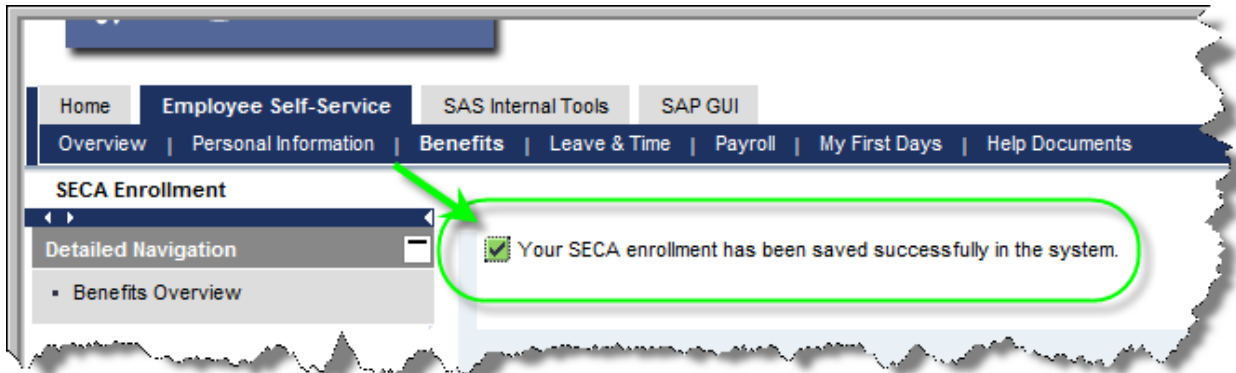
The minimum amount per pay to be a leadership giver is: **\$11.67**

☐ **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 Enrollments

- 2.3. A message will appear at the top of the *SECA Enrollment – Donation Selection* 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.



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

☒ **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

- 3.3.** A message will appear at the top of the *SECA Enrollment – Donation Selection* 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.

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☒ Your SECA enrollment has been saved successfully in the system.

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.

2014 [List of SECA Charities](#)

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

Designation Code	Designation Ext	Charity Name	Amount per Pay
5000	0001	I Have a Dream Foundation	10.00
5000	0002	AIDS Fund	5.00
5000	0003	Alzheimer's and Aging Research Center	1.00
5000	0004	American Center for Law & Justice	1.00
5000	0005	American Civil Liberties Union Foundation	1.00
	0006	Amnesty International	1.00

- 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*.

☒ **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.

! You must enter an amount greater than \$1.00, or clear out the donation row.

5000	0006	Angels Place, Inc.	1.00
5000	0007	Arthritis & Chronic Pain Research Institute	1.00
5000	0008	Boy Scouts of America National Council	1.00
5000	0009	Breast Cancer Coalition	1.00
5000	0000	America's Charities (AC)	1.00

[Remove Selected Row](#)

This pledge will be deducted from your pay checks in the calendar year of 2014.

Total Amount Per Pay \$23.00

- 4.3. A message will appear at the top of the *SECA Enrollment – Donation Selection* 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.

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☒ Your SECA enrollment has been saved successfully in the system.

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 web form titled "The minimum amount per pay to be a leadership giver is: \$11.67". Below this, there are 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 a 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, there is a button labeled "Save SECA Enrollments".

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

This screenshot is a close-up of the bottom portion of the form. It shows the "Leadership Giving" section, which includes 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." Below this text is a checkbox. A green arrow points to the checkbox. At the bottom of the form, there is a button labeled "Save SECA Enrollments". A green oval highlights the button, and a green arrow points to it.

- 5.2.** A message will appear at the top of the *SECA Enrollment – Donation Selection* 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.

