

How Do I Make An SCCP Contribution?

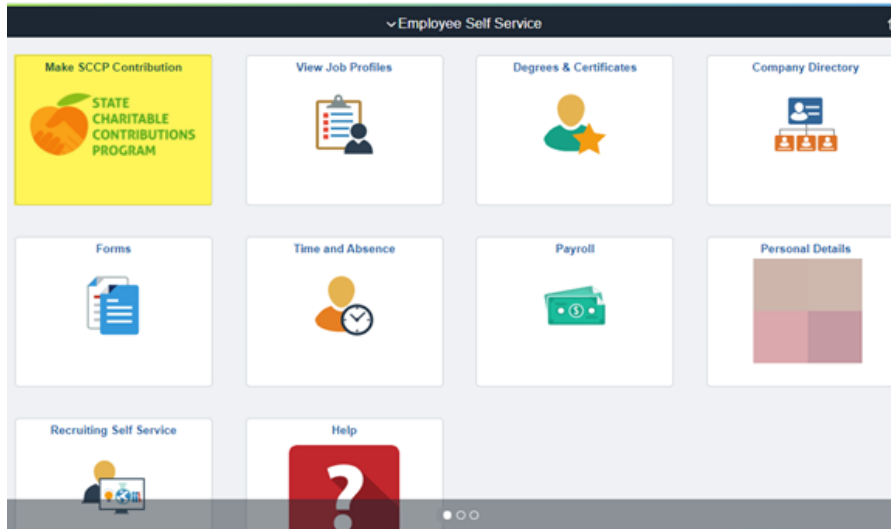
1. Log Into **OneUSG Connect**.

Navigation:

Employee Self Service (Homepage) > Make SCCP Contribution

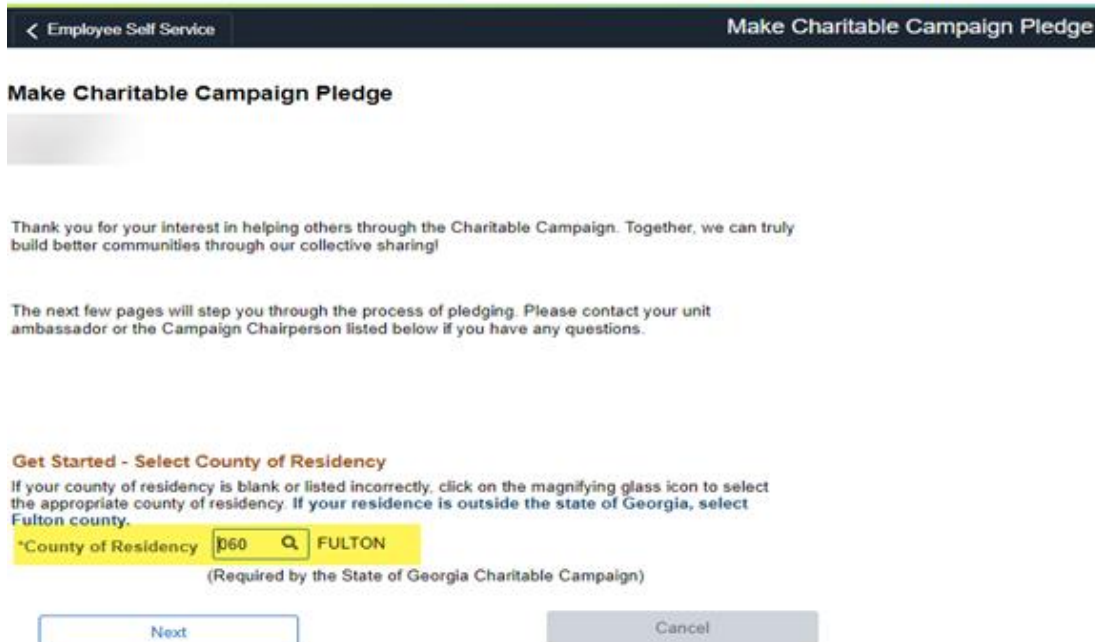
2. Click **Make Charitable Contribution** on **Employee Self Service**.

Note: Employee Self Service options may vary depending on your employee type.



3. Select your **County of Residency**.

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

A screenshot of the 'Make Charitable Campaign Pledge' form. The page has a dark header with a back arrow and 'Employee Self Service' on the left, and 'Make Charitable Campaign Pledge' on the right. Below the header is a section titled 'Make Charitable Campaign Pledge' with a greyed-out area. A message reads: 'Thank you for your interest in helping others through the Charitable Campaign. Together, we can truly build better communities through our collective sharing!'. Another message reads: '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.' Below this is a section titled 'Get Started - Select County of Residency'. It contains the text: '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.' Below this is a search input field with the text '*County of Residency' on the left, a magnifying glass icon, and the text 'FULTON' on the right. Below the input field is the text '(Required by the State of Georgia Charitable Campaign)'. At the bottom are two buttons: 'Next' and 'Cancel'.

4. Click **Next**.

The screenshot shows the 'Make Charitable Campaign Pledge' page. At the top, there is a navigation bar with a back arrow and 'Employee Self Service' on the left, and 'Make Charitable Campaign Pledge' on the right. Below the navigation bar, the title 'Make Charitable Campaign Pledge' is displayed. A message reads: 'Thank you for your interest in helping others through the Charitable Campaign. Together, we can truly build better communities through our collective sharing!'. Another message states: '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.' The main section is titled 'Get Started - Select County of Residency'. It includes instructions: '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.' Below this, there is a form field for '*County of Residency' with the value 'D60' and a magnifying glass icon, followed by the text 'FULTON'. A note below the field says '(Required by the State of Georgia Charitable Campaign)'. At the bottom of the form, there are two buttons: a yellow 'Next' button and a grey 'Cancel' button.

5. Decide if you would like to participate.

Note: If you **do not** wish to participate in the State Charitable Contributions Program, select the box indicating "I do not wish to participate in the SCCP this year:"

The screenshot shows the 'Add/Edit Pledge' page. At the top, there is a navigation bar with a back arrow and 'Employee Self Service' on the left, and 'Make Charitable Campaign Pledge' on the right. Below the navigation bar, the title 'Make Charitable Campaign Pledge' is displayed. A message reads: 'Thank you for your interest in participating with the State Charitable Contributions Program. To learn more about SCCP, please visit GASCCP.org online.' Another message states: 'Using the charity name search below, select the charity to which you would like to contribute. Next, enter the amount you would like to donate per pay period or identify that you will be making a cash or check donation. You may add additional charities after you click "save pledge."'. A third message says: 'If you do not wish to participate in SCCP, you may check the box below.' The main section is titled 'Add/Edit Pledge'. It includes a form field for 'Charity Name' with a magnifying glass icon. Below this, there are two input fields: 'Enter Amount to be Deducted per Paycheck' and 'Enter Amount of Cash/Check'. A checkbox is labeled 'I do not wish to participate in the SCCP this year:'. At the bottom of the form, there are two buttons: a blue 'Save Pledge' button and a blue 'Cancel Pledge' button.

6. If you would like to participate, select a charity.

- a. Click the magnifying glass icon beside **Charity Name** to view a list of available charities.
- b. Enter **Amount to be Deducted per Paycheck**

Make Charitable Campaign Pledge

Thank you for your interest in participating with the State Charitable Contributions Program. To learn more about SCCP, please visit GASCCP.org online.

Using the charity name search below, select the charity to which you would like to contribute. Next, enter the amount you would like to donate per pay period or identify that you will be making a cash or check donation.

You may add additional charities after you click "save pledge."

If you do not wish to participate in SCCP, you may check the box below.

Add/Edit Pledge

Charity Name	FD000090	Q	Global Impact
Enter Amount to be Deducted per Paycheck	<input type="text"/>		
Enter Amount of Cash/Check	<input type="text"/>		
I do not wish to participate in the SCCP this year: <input type="checkbox"/>			
<input type="button" value="Save Pledge"/>		<input type="button" value="Cancel Pledge"/>	

7. Click **Save Pledge**.

Make Charitable Campaign Pledge

Thank you for your interest in participating with the State Charitable Contributions Program. To learn more about SCCP, please visit GASCCP.org online.

Using the charity name search below, select the charity to which you would like to contribute. Next, enter the amount you would like to donate per pay period or identify that you will be making a cash or check donation.

You may add additional charities after you click "save pledge."

If you do not wish to participate in SCCP, you may check the box below.

Add/Edit Pledge

Charity Name	FD000090	Q	Global Impact
Enter Amount to be Deducted per Paycheck	<input type="text" value="5.00"/>		60,000 per year
Enter Amount of Cash/Check	<input type="text" value=""/>		
I do not wish to participate in the SCCP this year: <input type="checkbox"/>			
<input type="button" value="Save Pledge"/>		<input type="button" value="Cancel Pledge"/>	

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

8. Once you have made your pledge(s), select if you would like to receive a letter acknowledging your gift.

Employee Self Service Make Charitable Campaign Pledge

Make Charitable Campaign Pledge

A one-time donation can be made to the approved organization(s) instead of a payroll deduction. If you wish to make a one-time contribution, please reach out to your institution's Coordinator to assist you with that process.

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

Charitable Campaign Pledge for January - December 2022

Agency	Description	Payroll Pledge	Cash / Check Pledge	Total		
1 FD000090	Global Impact	5.00		60.00	Edit	Delete
Add New Pledge		Total Contribution Amount	60.00			

Submit Pledge

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

Yes Would you like to receive a letter acknowledging your contribution?

No

[Submit Pledge](#)

9. Click **Submit Pledge**.

Employee Self Service Make Charitable Campaign Pledge

Make Charitable Campaign Pledge

A one-time donation can be made to the approved organization(s) instead of a payroll deduction. If you wish to make a one-time contribution, please reach out to your institution's Coordinator to assist you with that process.

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Add/Edit or Verify Pledge

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1 FD000090	Global Impact	5.00		60.00	Edit	Delete
Add New Pledge		Total Contribution Amount	60.00			

Submit Pledge

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

Yes Would you like to receive a letter acknowledging your contribution?

No

[Submit Pledge](#)

10. **DO NOT MAIL CASH CONTRIBUTIONS.**

11. Print or save a copy for your records.

12. 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.

View Charitable Campaign Pledge

Final Step - Print Charitable Campaign Pledge

Thank you for your Charitable Campaign Pledge!

Please print a copy of this page for your records. You may return to the donation site at any time during the campaign period if you wish to make changes to your pledge.

Charitable Campaign Pledge for January - December 2022

Agency	Description	Payroll Pledge	Cash/Check Pledge	Total
FD000000	Global Impact	5.00		60.00
Total Contribution Amount				60.00

The University System of Georgia accepts tax deductible donations to the Employee Giving Campaign through payroll deductions and checks. This portal allows for payroll deductions only. If you wish

to make a one-time donation, please contact _____ or _____ to assist you with that process.