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, you can view the **List of SECA Charities and Resource Guide**.

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

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

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

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

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

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.
9. If satisfied with the SECA enrollment/charity elections and no further changes are necessary, click \textit{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.
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.
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.

![Save Confirmation](image)

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.

![Remove Selected Row](image)
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.

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.*

**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.
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.

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

![Save Confirmation]

Your SECA enrollment has been saved successfully in the system.