

Hot Off The Press

STATE EMPLOYEE CHARITABLE CAMPAIGN WEB ENROLLMENT

Starting next week, a new web application will be available through Single Sign On (SSO) for employees to make their choices for the 2006 SECC campaign. The new web page will collect enrollment information by employee and store it in the BPP System, which could significantly reduce the amount of data entry in the Payroll Offices. Employees will be able to make changes via the web as many times as they choose until the end of the enrollment period, October 31, 2005. Paper forms can also be submitted for data entry at the Payroll Office. If an employee submits a paper form to their SECC Campaign Manager, and the data entry is done at the Payroll Office, no more updates from the web will be allowed for that employee.

Effective September 30, 2005, the following changes will be made to screens 304, 409, 418 and 603 to accommodate the new State Employee Charitable Campaign (SECC) web enrollment system.

Screen 304 - County Code Maintenance:

The default three digit SECC payee code associated with a county has been added for all counties in Texas. The payee code is the two digit group code from the SECC directory, that was distributed as part of the SECC Campaign, preceded by a zero and can be found on Screen 418. If a county does not have a default SECC Payee Code associated with it, 000 has been assigned. (Currently, there are only five counties without a default SECC Payee Code.)

Screen 409 - CHE Carrier Maintenance:

The Charitable Contribution Education Carrier has been changed from three to four digits. The new carrier number will be the old carrier number preceded by a zero. Currently, 0001 through 0999 are the only carrier numbers allowed. The increase from three to four digits is in anticipation of future growth by this program.

Screen 418 - Charitable Organization Table:

Carrier Code has been renamed to SECC Payee Code and Carrier has been renamed to SECC Payee Name. Otherwise, the screen functionality is unchanged.

Screen 603 - Char Contr/ Higher Educ Maintenance:

The Charitable Contribution field has been changed from the three digit SECC Payee Code to the full six digit organization number listed in the SECC directory that was distributed as part of the SECC Campaign. The number of charitable contributions allowed has been increased from six to nine, from no more than six different Payee Codes. A listing of organizations is available by positioning the cursor in the Charitable Contribution field and pressing F1.

The Higher Education field has been increased from three to four digits. The new carrier numbers consist of the old carrier numbers preceded by a zero. Currently, 0001 through 0999 are the only carrier numbers allowed.

A new display only field, 'Src CD' has been added for both contribution types. It indicates the source of the data. A **P** means the data was entered by a processor from a hard copy enrollment form through B/P/P Screen 603. A **W** means the data was entered via the web enrollment system by an employee. Once the Src Cd is set to a **P**, the information is no longer updateable from the web. If a processor receives a paper form from an employee who has already enrolled via the web (indicated by a SRC CD=**W**), the employee should be contacted to verify whether to add to or replace their previous entry via the web with the paper enrollment form.

