

# Hot Off The Press

## **CHARITABLE CONTRIBUTIONS - HIGHER EDUCATION**

As discussed in previous B/P/P User's Meetings, we are separating the Charitable Contributions - Higher Education (CHE) deductions from the SECC campaign. It will now be up to the individual payroll offices to decide whether they will require employees to sign up annually or not to make a CHE contribution.

Effective immediately, Charitable Contributions - Higher Education (CHE) have been removed from Screen 603. All data entry and maintenance for these deductions must now be performed on Screen 114. If the start date is left blank, it will default to the first of the current month. Otherwise, any valid date may be entered. If the stop date is left blank, it will default to all nines. Otherwise, you may enter any valid date, as long as it is after the start date.

Effective with the 2005 calendar year end processing, CHE deductions will not be turned off. The payroll calculation process will take the CHE deduction if the start date is less than or equal to the pay date being processed and the stop date is greater than or equal to the pay date being processed.

An excel spreadsheet of active CHE deductions will be produced by workstation and emailed to the payroll offices before the end of business Friday, December 16, 2005. It would be a good idea to review this information and make the necessary updates on Screen 114 prior to the payroll calculation for the January 2, 2006 pay date.

Please contact [bpphelp@tamu.edu](mailto:bpphelp@tamu.edu) with problems or questions.