



# Ohio Department of Administrative Services

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November 19, 1997

**Payroll Letter 729**  
Supersedes Payroll Letter 709

To: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of all Departments, Institutions, Boards and Commissions

From: Robert L. Cruse, State Payroll Administrator

Subject: Combined Charitable Campaign Update

The State of Ohio will again participate in the Combined Charitable Campaign (CCC) for calendar year 1998. Employees may designate up to three federations and/or member agencies of their choice for voluntary payroll deduction or one-time gift. Charity deductions will be made on a pay period basis, 26 pay periods for bi-weekly payrolls and 12 pay periods for monthly payrolls. There is no minimum amount an employee may have deducted per charity deduction.

Payroll deduction for the Combined Charitable Campaign is to be made each of the 26 pay periods; however, there are 27 pay days in 1998. To ensure consistency with the material employees received, the first deduction of the year will not be made. The first deduction for 1998 will be reflected in the check that employees receive on January 16, 1998. This will not affect employees on monthly payrolls.

## **I. INITIAL POSTING OF CHARITY PLEDGES *through 12/18/97***

Combined Charitable Campaign pledge information will be input using the CICSFIN "PCCC" application. "Instructions for Using PCCC" may be obtained from Karen Benson. The agency CCC Coordinators will forward completed pledge cards to their respective Payroll Officers for input using the PCCC application. The employee should retain the white copy of the pledge card and the CCC Coordinator the yellow copy. The agency should keep the pink copy for filing.

If your agency does not have access to CICSFIN, you should forward the pink copy of the employee pledge card to Karen Benson, DAS Division of Human Resources, 28th floor, 30 East Broad St., Columbus, Ohio 43266-0405 for initial posting no later than November 28, 1997. Once the data has been entered, pledge cards will be returned to you for filing. If you have any questions regarding the Combined Charitable Campaign, please contact Karen Benson at (614) 227-2792 or Mary Upton at (614) 644-6320.

Effective **December 19, 1997**, we will suspend future entry of pledge card information through the PCCC application. After this date, refer to instructions in step IV.

## **II. PCCC POSTING REPORTS**

At various times during the campaign, DAS will forward reports to each agency identifying those employees who have been entered into the system via the PCCC application. You should use these reports to verify that the data entry is correct. A final report will also be provided to include all pledges inserted into the payroll records through December 18, 1997.

As an added feature of the PCCC application, the PF10 (summary) key will project charity deductions for a calendar year, and provide an agency total, including cash contributions. Use this feature to provide projections to your agency's CCC Coordinator on an "as needed" basis.

## **III. YEAR-END PROCESSING**

Charity codes and amounts relevant to the 1996-1997 campaign will be removed by Systems Administration after processing the last pay period in 1997. No action from agencies is required to perform this year-end process. Payroll Administration will then match the new PCCC file with corresponding employee payroll records and insert charity codes and amounts. These new charity codes and amounts will be posted to your payroll at the beginning of 1998.

## **IV. POSTING OF CHARITY PLEDGES *AFTER 12/18/97***

After the initial posting of PCCC information, future charity codes may be entered on-line using the CICSFIN "SENB" transaction. Charity codes and amounts appear in the upper right hand corner of the SENB screen and are identified by the labels CHARITY#1, CHARITY#2 and CHARITY#3.

### **ON-LINE "PAYU" DATA ENTRY PROCEDURES**

- Access the employee's payroll record via the "PAYB" transaction and press the PF10 (SENB) key.
- Tab to the first available code, enter a four digit charity code followed by the amount.
- Update the payroll record using the PF1 (update) key.
- To delete an existing charity code, use the space bar to completely blank the charity code, then update the record.
- To correct an existing charity code or amount, tab to the appropriate code or amount field, enter the new data, then update the record.

Charity codes and amounts may also be posted manually to the Payroll Disbursement Journal.

## **MANUAL ENTRY PROCEDURES**

- Write CHAR followed by the four-digit charity code and amount. CHAR can be written for each of up to three codes. Leading zeros must be entered for those charity codes that require them.
- An existing charity amount can be changed by lining through the old and specifying the new amount.
- To remove a charity deduction, line through the charity amount and write zeros in its' place.

Some Payroll Disbursement Journal posting examples include:

CHAR 6330 5.00 (new charity deduction posting)  
CHAR 0569 2.25 (new charity deduction posting with leading zeros in code)  
CHAR 5883 0.00 (removal of an existing charity deduction)  
CHAR 0000 15.00 (un-designated charity deduction)

## **V. PAYROLL DEDUCTION ACCOUNT SUMMARY**

The Payroll Deduction Account (PDA) summary at the end of your Payroll Disbursement Journal will summarize all federations or member agencies into deduction code "C01".

## **VI. AUTHORIZATION FOR PAYROLL DEDUCTION**

When an employee elects to have a charity deducted through payroll, please have the employee complete the multi-part "Combined Charitable Campaign" pledge card. Retain only the pink copy of the pledge card for your records. Please forward the yellow copy of the employee pledge cards to: Judy Dixon-Smith, Capital Area CCO, United Way, 360 South 3rd St., Columbus, Ohio 43215. Additional blank pledge cards and campaign booklets may be obtained by contacting Ms. Dixon-Smith at (614) 227-2708.

RLC/bc