



How to Contribute to SCCC Using LEO

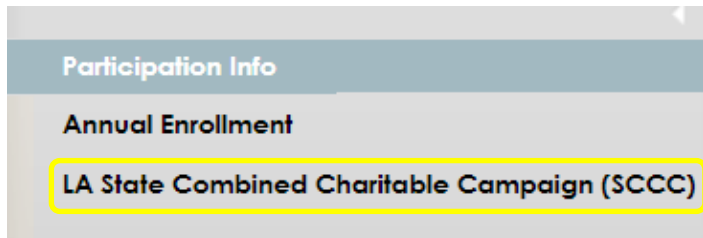
(State Combined Charitable Campaign)
for LaGov Paid Agencies

If using a public computer, you must logout and close all browsers between users.

1. Access **LEO** from the *Louisiana.gov* page, locate For State Employees and click LEO: Louisiana State Employees Online or use this direct address: <https://leo.doa.louisiana.gov/>
2. Once logged into LEO, click the **My Benefits** tab.
(Your current Plan Participation information will be presented.)



3. Click on the **LA State Combined Charitable Campaign (SCCC)** link in the left navigation window and a new browser window will open.



Note: If the navigation window is not visible, it may be hidden. Arrow Left / Right symbols generally signify a collapse or expand option. Click on the to open the navigation window. Additionally, because the

SCCC application opens in a new window—pop-up blockers must be turned off. (If you need assistance with browser configuration, please see the *LEO Technical Requirements* from the *Help Section* or contact *your agency's IT department* directly.)

4. If the campaign is open, you will initially be presented with four options to pledge for the annual campaign.
 - **Recurring (bi-weekly)** payroll contribution (26 pay periods)
 - **One-time payroll** contribution (Taken in pay period 1)
 - **One-time non-payroll** contribution.
 - **Special Event** contribution



Select the radio button next to the option you wish to use for a contribution and click the **CREATE** button at the bottom right hand corner of the screen. Only one (1) payroll contribution type is allowed.



Note: Create is not visible if a pledge was created prior. The option to Edit or View is presented.



ATTENTION: If you need help creating the Recurring or One-time payroll deduction through LEO, you **MUST** contact your Human Resources Office for assistance.

If you are having an issue using LEO you should first start with your agency contacts. Not sure who to contact, use the "Who do I contact for Help?" link on your LEO Home Page. If unable to assist, they will contact the LEO Help Desk on your behalf.

If you choose to donate through the non-payroll contribution or special event contribution and need assistance, you **MUST** contact the LaSCCC facilitator for assistance by calling (225) 295-6631 or by emailing sccc@launitedway.org.

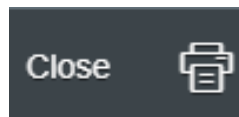
5. Next, designate an amount to give to the charities of your choice. You must choose one (1) and can select up to five (5).

- a. Click Add donation
- b. Select the charity from the drop down menu
- c. Add a dollar amount (amount per paycheck for recurring)
- d. Update Total
- e. Submit

There are 3 additional options on this screen.

- The trash can button to delete a selected charity
- A checkbox to keep your gift anonymous to the individual charities
- The cancel button will take you back to the initial screen and forget any unsaved submissions

6. After submitting an election the pledge confirmation page will open. Click Close to end the session or use the Printer Icon to create a hardcopy of the pledge.



7. Logout and close all browser windows.

The payroll deducted pledge process is now complete. Recurring deductions (amount per paycheck) will start in pay period 1 of the upcoming year through pay period 26 of that same year. The one-time deduction will be taken in pay period 1 of the upcoming year.

You may make changes during the campaign through LEO. After the campaign is complete, you must go to your Human Resources office to make changes.



Changing Your Current Pledge Payroll Deductions

1. Access the enrollment application in LEO to make changes to your pledge during the campaign. (*See steps 1 through 3 from the previous section.*)
2. Select the “Edit/Delete” button on the initial screen. (*Note: You can also review your upcoming deductions by clicking on the “View” button located on that screen.*)

3. Modify the current election(s) that may no longer be correct.

You may:

- Select the trashcan to delete the charity you no longer wish to send a contribution to or if needing to change the amount
- Select the “Add charity” button to create a new deduction (*see step 5 from the previous section*)

4. Review or print your new pledge form if changes are made.

5. Logout and close all browser windows.

