



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

SECC Process for Agency Payroll Administrators

Note: This Desk Aid was written to the specifications of CAPPS Central Agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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SECC Process for Agency Payroll Administrators

Overview

The annual State Employee Charitable Campaign (SECC) runs Sept. 1 through Oct. 31. During the SECC, state employees may choose to have contributions to participating charities deducted from their paychecks and sent to the statewide federations or local campaign areas participating in the campaign. Each year, changes may be made to the participating groups and/or the mailing addresses and managers for continuing groups.

Reviewing Employee Benefits Elections/Rejections

Navigation

Navbar: Menu, CAPPS Interfaces, Benefits, Inquire, SECC Inbound File Results

To review the employee benefits elections and rejections, you must:

1. Enter your **Agency ID**.

2. Select **Search**.

3. Select the desired search criteria in the **SECC PROCESS STATUS** drop-down menu.

Possible choices:

- **Blank:** displays processes that are **Active**, **Completed** and in **Error**.
- **Active:** displays items still in process (not typically used).
- **Completed:** displays items successfully processed in CAPPS.
- **Error:** displays items that did not process in CAPPS and require manual corrective action.

Note: If you change the **SECC Process Status** (for example, from **Completed** to **Error**), you must select **Refresh Page** to apply the changes.

4. Select the YEAR for the SECC deduction (for example, select **2023** for SECC deduction year of 2023).
5. Select **Refresh Page**.

The *SECC Inbound Results* page displays the SECC charity deduction rows corresponding to the SECC PROCESS STATUS chosen.

6. Select **Return to Search**.
If the standard *save* warning popup message displays, select **No**.

Action is required: Research and resolve the elections not loaded due to error.

Common Errors and Guidance for Resolution

Error Message	Cause	Resolution
EMPLID or Email Address not found in CAPPS	No match was found based on the email address the employee entered at the time the election was made.	Identify the correct EMPLID using the employee's name in the incorrect email address, then create the deduction manually. Note: United Way Texas does not have access to user IDs or Empl IDs; therefore, the email address is the only field available to match elections with CAPPS employee records.
Monthly amount should not be less than \$2.00	In accordance with statutory requirements, the system requires monthly contributions to be \$2.00 or greater. In most cases, the employee entered an ANNUAL amount of less than \$24.00 which, when divided by 12, results in a monthly amount of less than \$2.00.	Contact the employee for a valid monthly amount, then create the deduction manually.
EMAILID and CHARITY CODE combination duplicate from file	The employee entered two elections for the same charity.	Contact the employee to determine intent, then create the deduction manually.
Employee not active at agency during specified period	The employee terminated after making the election.	No action is required.

Establishing Charitable Deductions

Navigation

Navbar: Menu, Payroll for North America, Employee Pay Data USA, Deductions, Create General Deduction
Dashboard: Payroll & Commitment Acctg; **Title:** Employee Pay Data, General Deductions

To establish a charitable deduction for an employee, you must:

1. Enter the EMPL ID.

The screenshot shows the 'Create General Deductions' interface. Under the 'Find an Existing Value' section, there are search criteria fields for 'Empl ID', 'Company', 'Name', 'Last Name', 'Second Last Name', and 'Alternate Character Name'. Each field has a 'begins with' dropdown menu. A red box highlights the 'Empl ID' field and the 'Search' button at the bottom of the form.

2. Select **Search**.
3. Enter the charity DEDUCTION CODE that corresponds to the employee's selection.

The screenshot shows the 'General Deduction' form. The 'Deduction Code' field is set to 'CCD004'. In the 'Deduction Details' section, the 'Effective Date' is set to 12/01/20, the 'Calculation Routine' is set to 'Flat Amount', and the 'Flat/Addl Amount' is set to 5.00. A red box highlights the 'Save' button at the bottom left of the form.

4. Select an EFFECTIVE DATE of **12/01/20XX** (with **20XX** reflecting the SECC calendar year).
5. Select the **Flat Amount** for the CALCULATION ROUTINE .
6. Enter the DEDUCTION END DATE of **11/30/20XX** (with **20XX** reflecting the SECC calendar year *plus* one year).
7. Enter the **Flat/Addl Amount** that reflects the employee's elected amount for that charity code.
8. Select **Save**.

Viewing, Editing or Deleting a Charitable Deduction in CAPPS Employee Self-Service

After Dec.1, 20XX (20XX = SECC calendar year), employees can view their new charitable deductions. Employees can also **edit** an amount or **delete** a charitable deduction — but they cannot create a new charitable deduction.

Note: The monthly contribution amount **must** be \$2.00 or greater.

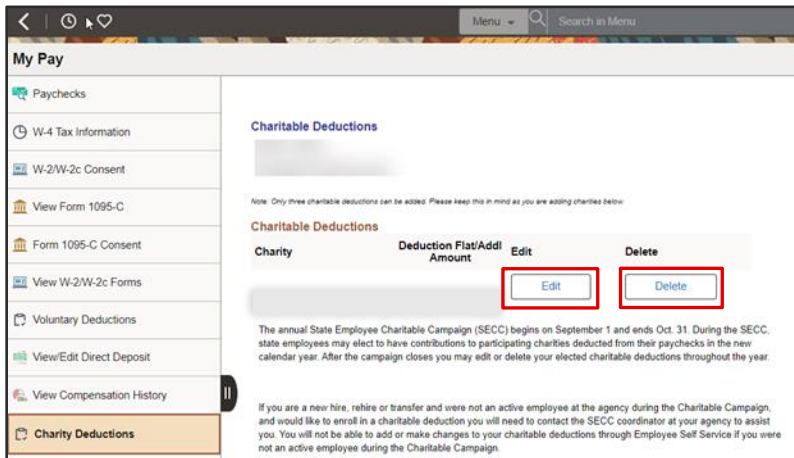
For new hires, rehires or transfer employees that elect to make charitable deductions, the agency payroll administrator **must** establish the charitable contribution/deduction.

Employee Navigation

Dashboard: Employee Self-Service; **Tile:** My Pay, Charity Deductions

In addition to viewing an established charitable deduction, the employee can also choose to edit or delete a deduction. To do so, the employee must:

1. Select **Edit** or **Delete** on the established charitable deduction.



Revision History

Date	Description of Change	Changed By
Aug. 27, 2024	Initial release.	A. Varghese