



## **Indiana State Employees' Community Campaign**

### **FREQUENTLY ASKED QUESTIONS (FAQs)**

#### **INDEX**

<b>General Campaign Overview.....</b>	<b>2</b>
<b>Pledges: Creating, Modifying &amp; Cancelling.....</b>	<b>3-4</b>
<b>Charities &amp; Distributions.....</b>	<b>5-6</b>
<b>Tax Information.....</b>	<b>7</b>
<b>Employment &amp; Agency Reports.....</b>	<b>8</b>

#### **GENERAL OVERVIEW**



## **What is the State Employees' Community Campaign?**

The State Employees' Community Campaign (SECC) is a workplace giving program that offers State of Indiana employees the opportunity to contribute to causes they care about through the ease of payroll deduction or one-time donations.

## **Who administers SECC?**

The Indiana State Personnel Department (INSPD) oversees the campaign with support from America's Charities. State employees who serve as agency coordinators also assist with campaign activities, advocating for SECC and non-coercively inviting all employees to give.

## **Who processes my donations?**

[America's Charities](#) is the fiscal agent and campaign manager for the SECC campaign. Payroll contributions are distributed to the designated charities on a quarterly basis.

## **How long does SECC run?**

The SECC campaign runs for approximately 8 weeks in the fall.

## **Who can donate through SECC?**

Any active State of Indiana employee is eligible to participate in SECC. Contract employees that do not have a People Soft ID number can make recurring monthly credit card or one-time donations on the [SECC Campaign Donation Site](#). State Agencies WILL get credit towards their overall total for any donations made by their contract employees.

## **Are employees required to participate?**

No. One of the State of Indiana's core values is giving back to the community, and we do encourage everyone to give. However, we recognize that charitable endeavors are a personal choice, and employees will not be required, coerced or pressured to participate.

## **Is there an SECC website?**

Yes. The website and giving portal, [www.charities.org/secc](http://www.charities.org/secc), is intuitive and secure. Anyone with access to the internet and a supported browser can make a secure donation. Please note that Microsoft Internet Explorer is NOT supported. We recommend that you use the latest version of Microsoft Edge, Google Chrome or Mozilla Firefox to access the site.



# PLEDGES: CREATING, MODIFYING & CANCELLING

## How do I give?

[Click here](#) to access step-by-step giving instructions in PDF form or as an illustrated slideshow.

## How do I log in to the SECC giving portal?

You may login using the following credentials:

**Username:** First Initial + Last 6 digits of PeopleSoft ID

*For example:* The username for a person named John Doe with the PeopleSoft ID of 123456 is:

**J123456**

**Password:** first initial + last name.

*For example:* The password for a person named John Doe is: **jdoe**

**NOTE:** Passwords are case sensitive and must be all lowercase. If your last name contains a comma, dash or special character, do NOT include them. Your last name should be entered as one word without spaces.

## What payment methods can I use?

You may give using the convenience of payroll deduction, credit/debit card or electronic check. Paper pledges, cash and paper checks are not accepted. If you pledged by payroll deduction in a previous SECC campaign, your pledge will automatically roll over. Find details for cancelling or modifying these pledges below.

## How do I cancel a recurring payroll donation?

You may cancel or edit your payroll deductions through the giving portal at any time during the fall campaign period. Once the fall campaign period has concluded, modifications to your pledge must be submitted in writing via email.

**TO CANCEL A PAYROLL PLEDGE DURING THE ACTIVE CAMPAIGN PERIOD:** Once logged in to the giving portal, select the “Give” tab and click on the “Give Now” option. Then click, “cancel and start over.” This will stop your deduction from rolling over into the next calendar year.

**TO CANCEL AN ACTIVE PAYROLL DEDUCTION AFTER THE CONCLUSION OF THE CAMPAIGN:** If you want to cancel or modify your current payroll deduction **after the campaign has concluded**, please e-mail the following information to [secchelp@charities.org](mailto:secchelp@charities.org) or [bmarx@charities.org](mailto:bmarx@charities.org) with the stop deduction request:

- Your Name
- PeopleSoft ID
- Business Unit
- Current Deduction Amount



## **How do I cancel a credit/debit card or electronic check donation?**

To cancel or modify an eCheck, credit card or debit card donation, please contact America's Charities at [secchelp@charities.org](mailto:secchelp@charities.org) or (703) 222-3861.

## **Can I change or modify my current payroll deduction without cancelling it?**

Yes! All payroll pledges are automatically rolled over into the next calendar year, but you can modify your gift online during the active campaign season. We strongly encourage all donors to review their rollover pledges during each campaign period, even if they don't think they want to make changes.

**TO CHANGE A PAYROLL PLEDGE DURING THE ACTIVE CAMPAIGN PERIOD:** Once logged into the giving portal, click "Donate Now." Select the option to "Modify a Gift from This Campaign" and follow the step-by-step giving instructions available on the giving portal to modify and complete your pledge. Be sure to click "Finish" at the end of the giving process to complete your pledge. If you do not click through to finish, your pledge will not be processed.

## **Why is my chosen charity "Undesignated"**

If you log into the giving portal to check your rollover pledge and notice one of your charities is "Undesignated," it is likely because the charity you originally designated is no longer in business or has had their 501(c)(3) status revoked.

If your pledge is listed as "Undesignated" and your designated charity is still in business, the "undesigned" donation is likely the result of a pledge import issue that occurred in 2021. If you were impacted by the import issue and did not modify your pledge, it remained "undesigned." All donors are encouraged to log in and verify that their payroll deduction amount and their designated charity are accurate each SECC season. If an undesigned pledge is not modified, it will remain classified as "undesigned" until you modify your gift in a future campaign.

## **How do I modify my "Undesignated" pledge?**

You may modify your pledge using the same steps outlined above for changing or cancelling an existing pledge.

## **Why aren't my prior year donations or charities reflected in my giving history?**

If any prior year donations are missing from your giving history, it is likely because you gave by a payment method other than payroll deduction such as credit/debit card, electronic check, or paper check, or you gave by paper pledge in a campaign year prior to 2021. Note that only online pledges are retained in the giving portal, and only payroll deduction donations roll over into the following calendar year.



# CHARITIES & DISTRIBUTIONS

## How many charities are participating in the 2023 SECC campaign?

More than 1,500 charities, each pre-qualified as a 501(c)(3) tax-exempt organization in good standing with the IRS, are currently participating in SECC. Any tax-exempt charitable or nonprofit organization holding this designation is potentially eligible to receive donations through SECC.

## How do I find a list of charities? How do I find a charity to support?

You can access a complete list of current eligible charities on the giving portal under the “Donor Resources” tab. Each of the charities listed is searchable through the “**Find a Charity**” pop-up box. You may search by charity name, city, state/territory or Employer Identification Number (EIN).

You may select as many charities to support as you would like. As you find charities you want to support, click “**Add**” and they will appear highlighted in blue under “**Selected Charities**.” Then click the orange “**Add to Designations**” button. The organization(s) you selected will now display on your list of designations.

**NOTE:** You will not be able to complete the giving process without designating a charity.

## What happens if I can't find my favorite charity?

You may “write-in” a charity not listed in the giving portal. Just enter “**Write-In**” in the “Search by Charity Name” box and click on the logo. A pop-up box will appear where you may enter your charity’s information. <https://www.guidestar.org/> is a good resource for finding charity EINs. America’s Charities will verify the charity’s legitimacy and tax-exempt status prior to distributing funds. **In the event that the charity is ineligible for donations**, you will be contacted to determine if you would like your pledge re-designated to a different charity, reassigned as undesignated or canceled.

## What happens to undesignated contributions?

If the donation is not designated to a specific charity, it will be considered “undesignated” and distributed proportionately to all of the charities that receive contributions through SECC.

## Does the SECC campaign set a quota on contributions to larger charities or redirect contributions to smaller charities?

No. No quotas for contributions exist for charities of any size, large or small. All contributions designated to eligible charities go to that charity. Undesignated dollars are distributed proportionately to all the charities that received contributions in the campaign.

## How do my charities know I donated?



All charities receiving SECC donations are given access to America’s Charities’ charity reporting portal. The charity portal provides each charity with a pledge and donor report that includes the names, total donations and any information (address, email) that donors have elected to share with them. Many charities will send acknowledgements to their donors, but many do not. If you have not received an acknowledgement from your designated charity, it does not mean that they have not received your donation.

Once a distribution has been sent, charities will receive an email or paper check with instructions for accessing the charity portal. Once they log in, they will see a lump sum distribution amount and the campaign year and quarter to which it should be attributed. For example, a charity may log in and see:

FY23 Indiana SECC Q1	\$xxx
FY22 Indiana SECC Q4	\$xxx
FY22 Indiana SECC Q3	\$xxx
FY22 Indiana SECC Q2	\$xxx

Note that charities will NOT see your individual donation listed quarterly in the portal—they will need to refer to their pledge and donor list to see your donation listed individually.

For login assistance, charities can contact America’s Charities at [secchelp@charities.org](mailto:secchelp@charities.org) or (703) 222-3861.

### **When do my charities receive my contributions?**

**Charities receive distributions quarterly, beginning in May.** All one-time payroll, check and credit card donations are distributed in full (minus 7.5% for fees) to charities with their first Quarter distribution. Any funds not designated to a specific charity are labeled as “Undesignated.”

Undesignated funds are disbursed in the final quarter. The total amount of undesignated funds is divided proportionally among all charities receiving donations during the current campaign year, based on their share of total pledges.

#### **The distribution schedule for SECC is as follows:**

- Q1: May 15
- Q2: August 15
- Q3: November 15
- Q4: March 15

**Note that disbursements for one campaign straddle two calendar years.** This means that pledges made and designated during the fall campaign 2024 will begin disbursements in May 2025, and will conclude in March 2026.



# TAX INFORMATION

## **Are my contributions tax deductible? What tax information do I need to know?**

Yes, your contributions to SECC are tax deductible within the limits allowable by Federal and Indiana State law.

Donors will receive a tax receipt from America's Charities regardless of the gift amount, upon the end of the calendar year during which payroll deductions took place. If you gave by payroll deduction, you may wish to keep a copy of your pledge confirmation receipt along with your final pay stub, which confirms the amount of contributions withheld. These documents may also be used for tax purposes. All donors are encouraged to consult their accountant or tax advisor to answer questions about tax benefits.

## **Will I get a donation receipt?**

Yes. You will receive a pledge confirmation email, which serves as your receipt. You will also receive a tax receipt via email at the end of the calendar year. If you did not receive a tax receipt and think you should have, please contact America's Charities at (703) 222-3861 or at [secc@charities.org](mailto:secc@charities.org).

## **My charity sent me a tax letter and the donation amount is less than I pledged. Did they receive my full donation?**

Charities will send tax receipts at the end of the calendar year for amounts received that year. Donations from SECC are paid out quarterly over 18 months, so any tax receipt issued at the end of a calendar year will **NOT** include the final distribution for that campaign year (see example below). As such, donors are encouraged to use their final paystub of the year and/or their pledge confirmation receipt for tax purposes.

**EXAMPLE:** if you pledged \$100 to a charity in the fall 2023 campaign, at the end of 2024, your charity would have only received \$75 of your donation (\$25 for Q1, \$25 for Q2, and \$25 for Q3). The remaining \$25 would be paid out in the first quarter of 2025. If you received a tax letter with an incorrect amount, but your end of the year paystub is accurate, you can rest assured that your charity will receive the last of your donation in the next calendar year.



## EMPLOYMENT & AGENCY REPORTING

### **If I change jobs within state government, will my payroll deduction continue?**

Yes. However, please note that the change may not be reflected immediately in the giving portal. The employee census is updated prior to each active campaign period, and at the conclusion of the active campaign period. If you have changed jobs between January and July, those changes will not be reflected until the next active campaign period begins. If you change jobs between July and November, those changes will be reflected in the final campaign reports, but will not be visible in the portal until the next active campaign begins.

### **Why can't my agency coordinator see my donation? Will my agency get credit for my donation?**

If your name and donation are not showing up in your agency's report, it is likely because the location or agency you are assigned to work at is different from the agency that you are employed with. All SECC donations are credited to the Business Unit listed on the employee's paystub, regardless of the location where they report to work.

## I STILL NEED HELP!

### **I can't find an answer to my question. What should I do?**

Ask your SECC Coordinator! All SECC coordinators have been trained to assist you with making a donation and helping to answer your questions. They are a great first-stop resource to employ if you are having trouble.

### **Who is my agency's Coordinator?**

You can find a complete list of agency Coordinators under "Donor Resources" on the giving portal.

### **My Coordinator couldn't help me with my question. Now what?**

If you have checked with your Coordinator, have read the FAQs and still need assistance, please contact the America's Charities Help Desk. Be sure to include your PeopleSoft ID and agency in your communication to help expedite your inquiry.

**Email:** [secchelp@charities.org](mailto:secchelp@charities.org)      **Phone:** (703) 222-3861

**Web:** [www.charities.org/support](http://www.charities.org/support)

