

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

November 22, 2017

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-24

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Annual SCCC Campaign Close Notice – Reminder to Enter Payroll  
Deductions for the First Pay Period in 2018

The 2017 State Combined Charitable Campaign (SCCC) was held from September 1, 2017 through December 1, 2017. SCCC coordinators should have forwarded pledge forms collected during the campaign to HR/Payroll offices for entry into the LaGov HCM system.

Agencies should refer to the [State Combined Charitable Campaign](#) procedure available on the [Procedures](#) page of the [OSUP Website](#) for payroll entry information.

**Note: Only pledge forms received during the 2017 campaign period should be entered in LaGov HCM. New pledge forms received outside the 2017 campaign should not be accepted until the 2018 campaign period.**

If there are any questions on this information, please contact a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

Shanna Batiste	342-5344	Shaneen Watson	342-5345
Kenya Warren	342-5357	Brandy Boyd	342-5354

APH/SMB:mgc