



The annual State Employee Combined Appeal (SECA) has begun! SECA is your annual opportunity to demonstrate compassion and generosity by donating to your favorite charities through the workplace. This year's theme is "Mission Possible: Accept the Pledge Challenge." Fortunately, helping others is an easy challenge to accept.

- [View a SECA greeting from Governor Tom Wolf](#)
- [View the list of participating charities](#)
- Make your pledge using [Employee Self Service \(see attached instructions for State System employees\)](#) or a [paper form](#)

Remember, SECA pledges must be renewed on an annual basis. Many employees prefer the affordability and convenience of bi-weekly payroll deductions, but you can also make a one-time donation by payroll deduction or check, if you choose.

To learn more, check out this [campaign video](#) or visit www.seca.pa.gov, where you'll find information on how to be a leadership giver, how to dedicate your donation to someone special, what just \$1 per pay can accomplish and more.

Thank you for your support of SECA!



To calculate your per-pay donation amount:

1. Determine the value of .6% or .3% of your salary, depending on your desired leadership giving level.
2. Divide the result by 26 pays.

For a chart of estimated donation amounts for your salary at each leadership level, please visit: **www.seca.pa.gov**.

Donation Methods

SECA provides three ways to make a tax-deductible contribution to the charities of your choice:

- **Recurring Payroll Deduction** – a small amount is deducted from each of 26 annual pays, beginning with the first pay of the following year.
- **One-Time Payroll Deduction** – a lump sum amount is deducted from the first pay of the following year.
- **One-Time Check or Money Order** – a donation made via check or money order (SECA cannot accept cash or credit cards).

How to Pledge

USING ESS (for payroll deductions only, for agencies with ESS access)

- Go to ESS at **<https://portal.passhe.edu>**.
- Under "Benefits," select "SECA Enrollment."
- Search for and select your desired charity(ies), and designate amounts for each.
- Up to 10 charities may be designated.
- Be sure to click "continue" and then "save."

USING A PLEDGE FORM (for payroll deductions or one-time donations)

- Complete all applicable sections of the form.
- Designate charity(ies) to receive your donation by filling out the appropriate charity code(s), found on the following pages. To designate more than four charities, use additional pledge forms (maximum is 10 charities).
- To contribute to SECA without designating a charity, simply leave the designation portion of the form blank. Undesignated funds will be distributed proportionately to the participating umbrella organizations.
- Give the completed form to your agency's SECA coordinator.

SECA and its participating charities are registered with the Pennsylvania Bureau of Charitable Organizations. The official registration and financial information of the SECA campaign may be obtained from the PA Department of State by calling toll-free 1-800-732-0999. Registration does not imply endorsement. SECA does not provide goods or services as whole or partial consideration for any contributions made by payroll deduction or any other method of giving.