

MANUAL

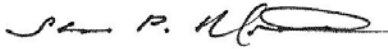
Commonwealth of Pennsylvania Governor's Office

Subject:

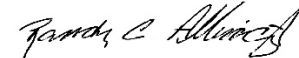
State Employee Combined Appeal Procedures
Manual

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By Direction of:

Sharon P. Minnich, Secretary of Administration



Randy C. Albright, Secretary of the Budget

Date:

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Contact Agency:

Office of Administration, Office for Human Resources and Management, Bureau of
Employee Benefits and Services, Telephone 717.787.9872

Office of the Budget, Office of Comptroller Operations, Bureau of Planning and
Management, Telephone 717.787.6496

This manual is designed to provide guidelines and procedures for the State Employee Combined Appeal (SECA) Program.

The authority for this manual is derived from *Management Directive 530.23, State Employee Combined Appeal*.

This manual replaces, in its entirety, *Manual 530.21*, dated October 21, 2014.

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SECTION ONE: CAMPAIGN OPERATION

Pledge Forms.

1. Pledge forms should be submitted by employees to their Agency SECA Coordinator or designated field site coordinator prior to the end of the campaign. Pledges may be made in the form of recurring payroll deduction, one-time payroll deduction, personal check, money order, or cashier's check.
2. Agency SECA Coordinators or designated field site coordinators should total all pledges and enter the appropriate information onto the front and back of a pledge envelope. After the pledges have been totaled, the envelope must be sealed and entered into the SECA envelope tracking form at www.seca.pa.gov.
3. Agency SECA Coordinators should send completed pledge envelopes directly to the Department of Revenue (DOR) for proper monitoring, control, recording, and depositing. Using a traceable delivery method is required.
4. Pledge forms should be submitted to the Department of Revenue within two weeks of being received by the Agency SECA Coordinator or designated field site coordinator.

SECA Manager Reimbursement – Documentation.

1. SECA managers are reimbursed from the campaign administrative fund for eligible expenses relating to performance of SECA responsibilities from the proceeds of the campaign. Requests for reimbursement must be submitted in the form of the expense report/invoice form, time log, and travel expense worksheet. Expenses incurred shall be tracked and an itemized listing of expenses incurred shall be provided to the commonwealth with all requests for reimbursement. Any substantial increase of anticipated campaign expenses shall be included with the itemized listing of expenses and additional supporting documentation that justifies the increase. No expenses incurred during the months of January through May are reimbursable. Requests for reimbursement must be made by January 31 of the following year.
2. SECA managers must submit requests for reimbursement (including Agency SECA Expense Report/Invoice, Agency SECA Manager Time Log, and Agency SECA Travel Expense worksheets and instructions) either via postal mail or email.

To submit **via postal mail**, send all documentation to:

Office of Administration
Office for Human Resources and Management
Bureau of Employee Benefits and Services
81SECA
P.O. Box 69181
Harrisburg, Pennsylvania 17106

To submit **via email**:

- a. Send all documentation, including invoice, to RA-OB-OAS_PAYMENT@pa.gov. The subject line of the email should include the organization name and invoice number. All documentation must be legible.
- b. Send a copy of only the invoice via regular mail to the address above.

SECA Manager Reimbursement - Eligible Expenses. Only the following items may be submitted for reimbursement through SECA.

1. Ground transportation (including parking and tolls).
2. Personnel and benefit costs.
3. Postage and printing.
4. Overhead costs (including mortgage/rent and utilities).

SECA Manager Reimbursement - Ineligible Expenses. The following items are not eligible for reimbursement under SECA.

1. Hotel accommodations, unless approved in advance by the Office of Administration, Office for Human Resources and Management, Bureau of Employee Benefits and Services (BEBS).
2. Subsistence.
3. The cost of applying to participate in SECA, or any activity related to compiling an application.

SECA Manager Reimbursement - Requirements for Eligible Expenses.

Personnel Costs.

1. SECA managers and their staff members must track all hours by completing the SECA time sheet. Separate time sheets must be completed for each employee.

NOTE: Section A, Personnel Expenses on the SECA Expense Report must include ALL employees with SECA and Non-SECA hours.

2. In order to be reimbursed for wages, SECA Managers must submit a copy of a pay statement for each employee for whom a SECA time sheet is submitted. The pay statement must include sufficient information to verify the hourly wage for the full time period requested in the reimbursement. Confidential information appearing on supporting documentation, such as a Social Security Number (SSN) or an account number, must be redacted from the document that is submitted.

Benefits Costs.

1. Benefits costs will be reimbursed based on the percentage of hours worked on SECA. For example, if a staff member works 80 hours per pay period and 20 hours is allocated to SECA, SECA will reimburse the SECA manager for 25 percent of the benefit expenses because 20 hours is 25 percent of the 80 total hours in the pay period.
2. SECA managers must submit legible copies of invoices and proof of payment from the applicable benefit providers substantiating the cost of benefits. Confidential information appearing on supporting documentation, such as a SSN or an account number, must be redacted from the document that is submitted.

Ground Transportation.

1. SECA managers must submit mileage using the SECA travel expense worksheet.
2. SECA managers will be reimbursed in accordance with the rate established through *Management Directive 230.10, Commonwealth Travel Policy* and *Manual 230.1, Commonwealth Travel Policy Manual*. OA will notify SECA managers of any changes prior to the start of each year's campaign.
3. SECA managers must include legible copies of receipts for all parking and toll charges.

Overhead Costs.

1. Utilities and rent or mortgages will be reimbursed based on the percentage of hours worked on SECA by staff. The total hours staff spent on SECA will be divided by the total hours of all staff in the SECA manager's office.
 - a. For example, in a small United Way office there are two employees, both of whom work 80 hour pay periods. If 40 hours of one staff person are allocated to SECA and the other staff does not work on SECA at all, SECA will reimburse the SECA manager for 25 percent of the utility expenses.
 - b. Two employees at 80 hours per pay period each is 160 hours of staff work; 40 SECA hours divided by 160 equals 25 percent overhead expense reimbursement.
2. SECA managers must submit legible copies of invoices and proof of payment for all overhead expense reimbursement. For rent or mortgages, copies of lease agreements or payments to landlords/banks are required. Confidential information appearing on supporting documentation, such as a SSN or account number, must be redacted from the documents that are submitted.

Postage and Printing. Legible copies of receipts for postage and/or printing are required for all such expense reimbursements.

Other.

1. Credit card slips and statements are not acceptable in lieu of receipts. All expense reports may be selected for audit. All invoices and receipts submitted to the commonwealth must be retained by the SECA manager for three years after the travel and expense date, in the event of an audit.
2. Any other anticipated expenses incurred on behalf of SECA must be submitted to and approved by BEBS prior to actual expenditure by the SECA manager.
3. The Office of the Budget, Office of Administrative Services will contact SECA managers in the event of missing or incomplete documentation to support reimbursements. Reimbursements will not be processed without complete and acceptable forms of supporting documentation.
4. Questions about reimbursements may be sent to ra-ob-oas_payment@pa.gov.

SECTION TWO: PARTICIPATING ORGANIZATIONS

Requirements of Umbrella Organizations. Umbrella Organizations must comply with the requirements outlined at www.seca.pa.gov. Further, applicants must provide documentation when required by the SECA application in order to substantiate that the requirements are met. Failure to provide required documentation will result in a denial of participation in SECA.

1. An Umbrella Organization that fails to meet the standards outlined at www.seca.pa.gov will not be admitted into the upcoming SECA campaign, except a current Umbrella Organization which has not raised at least \$200,000 from Pennsylvania citizens will not be automatically excluded from participation. A current Umbrella Organization that fails to meet this requirement will be given a one year safe harbor from the requirement. This exception will last no more than one year and only applies if every other requirement is met. The one year safe harbor does not apply to new Umbrella Organizations.
2. If an Umbrella Organization is not admitted into SECA, none of its Member Organizations will be admitted.
3. A maximum of 11 Umbrella Organizations may participate in SECA. If there are more new charitable organizations applying for participation as Umbrella Organizations in a given year than this limitation will accommodate, consideration will be given first to the organization that raised the largest portion of its contributions from Pennsylvania citizens in the previous two years. New Umbrella Organizations will not replace current Umbrella Organizations that still qualify for participation in SECA.
4. Umbrella Organizations that file an application for participation in SECA that contains false information or omits information that would disqualify them will be denied participation in SECA, and may not apply for participation for the next three years.

Application for New Umbrella Organizations.

1. New Umbrella Organizations seeking to participate in the upcoming SECA campaign must submit to BEBS a completed Application for Charitable Organizations to Participate in the State Employee Combined Appeal (SECA), which is available at www.seca.pa.gov. The application must include all required documentation. **The Umbrella Organization's submitted application shall constitute its acceptance of and agreement to be bound by the requirements of Executive Order 2001-2, State Employee Combined Appeal, applicable management directives, manuals, and the withholding of SECA administrative fees from contributions.**
2. A new Umbrella Organization must submit its application to BEBS via paper hard copy to the address listed on the front of the application, postmarked by **November 15** of the year preceding the campaign.
3. BEBS will review the applications on behalf of the Secretary of Administration.

4. The Deputy Secretary for Human Resources and Management will notify the Umbrella Organization of the commonwealth's decision by **December 31**.
5. If an Umbrella Organization is refused admission to SECA, the Umbrella Organization may request reconsideration of the decision. Requests for reconsideration must be sent to the Secretary of Administration and postmarked no later than 20 calendar days from the date of the Secretary of Administration's notification. Requests for reconsideration postmarked outside of 20 days of the date of the Secretary of Administration's notification will not be considered.
6. The Deputy Secretary for Human Resources and Management will render a response to the request for reconsideration, which will be final and binding, within 20 calendar days of the postmark on the request for reconsideration.

Note: If any due dates listed above fall on a weekend or a commonwealth holiday, submissions are due on the next commonwealth business day.

Application for Current Umbrella Organizations. Each Umbrella Organization that participated in the prior year's SECA campaign and is seeking to continue to participate in SECA, must submit to BEBS a completed online Application for Charitable Organizations to Participate in the State Employee Combined Appeal (SECA), which is available at www.seca.pa.gov. The application must include all required documentation.

Requirements of Member Organizations. Member organizations must comply with the requirements outlined at www.seca.pa.gov. Further, applicants must provide documentation where required by the SECA application in order to substantiate that the requirement is met. Failure to provide required attachments will result in a denial of participation in SECA.

1. Member Organizations must apply to participate in by submitting a completed Application for Charitable Organizations to Participate in the State Employee Combined Appeal (SECA), which is available at www.seca.pa.gov. Member Organizations must apply under one or more Umbrella Organizations.
2. If a Member Organization omits from its application any Umbrella Organization under which it seeks to participate, the Member Organization shall not be considered a member of that Umbrella Organization for SECA purposes and shall not be listed as such in the Resource Guide.
3. If a Member Organization is denied admission for any reason, the denial applies to participation under all Umbrella Organizations.
4. For a Member Organization to be listed under an Umbrella Organization, the Member Organization must be affiliated with that Umbrella Organization.
5. Any Member Organization that files an application for participation in SECA which contains false information or omits information that would disqualify the agency will be denied participation in SECA, and may not apply for participation for the next three years.

Application for New Member Organizations. A Member Organization that did not participate in SECA in the previous campaign, but is applying under a current Umbrella Organization must apply as a new Member Organization, including all of the required attachments as described at www.seca.pa.gov.

Application for Current Member Organizations. A current Member Organization that is again requesting participation in SECA under the same Umbrella Organization must complete the online application as a current organization, including all attachments needed for a current organization.

Review of Applications. The timeline for the submission of applications, review of applications by BEBS, and certification by the commonwealth is as follows:

1. Applications and documentation for returning Umbrella Organizations and new and returning Member Organizations must be submitted postmarked by **January 31**.
2. The Deputy Secretary for Human Resources and Management will notify the Umbrella Organizations of the approval or denial of any Umbrella or Member Organizations, stating specific reasons for the denial, by **March 31**.
3. An Umbrella Organization may request reconsideration for a Member Organization denied participation in SECA by sending correspondence to BEBS, postmarked within 20 days of the date of the denial letter.
4. The Deputy Secretary for Human Resources and Management will render a response to the request for reconsideration, which will be final and binding, within 20 calendar days of the postmark on the request for reconsideration.

Note: If any due dates listed above fall on a weekend or a commonwealth holiday, submissions are due the next commonwealth business day.

Dual Participation by Organizations. Should an organization meet the criteria for participating as an Umbrella Organization and a Member Organization, the organization will participate in SECA as either an Umbrella Organization or Member Organization, not both. In such cases, the method of participation will be the decision of the organization.

SECTION THREE: COLLECTIONS AND DISBURSEMENTS

Administrative Fees.

1. Administrative fees are based on a percentage amount of contributions, both designated and undesignated. The percentage amount is set annually by BEBS. The percentage administrative fees are an estimated amount only; actual administrative expenses for the campaign will be paid from this percentage, and the balance remaining after a reserve for future expenses is established will be distributed to the participating Umbrella Organizations after the close of each campaign.
2. The first transfer of fees for a campaign year should occur by the end of February of the plan year. Additional transfers will occur in the month following each month that contributions are collected.
3. The following process is established to execute the transfer of funds for SECA administrative fees:
 - a. An SAP program will update the contribution/distribution table with the receipt date, assignment, and SAP document number on a daily basis. This step is performed after the table is populated with contribution data.
 - b. The SAP program calculates the administrative fee and distribution amount for each record in the SECA contribution/distribution table daily.
 - (1) The contribution amount for each record on the contribution/distribution table for each document (Revenue Transmittal (RT), Transfer Voucher (TV) or SAP credit to Revenue) will be multiplied by the administrative fee percentage to obtain the administrative fee for that record.
 - (2) The administrative fees will be summed by the assignment field in the contribution/distribution table to obtain the line item administrative fee amounts to transfer to the lower level administrative fee restricted receipt fund.
 - (3) The administrative fee amount will be stored in the FEEAMT field on the contribution/distribution table.
 - c. By the 5th day of the month, IES will run a program to post an SP Document to transfer administrative fee amounts to the lower level fund (4016100001). The document date will be the 1st of the month and the posting date will be the date the document is created. The fee amount will be moved from the liability GL account to the SECA revenue account by:
 - (1) Debiting liability GL account 2100350 SECA contributions with one line item posted for each summed administrative fee amount by assignment.
 - (2) Crediting the GL account 4415353 – Revenue - SECA administrative fee for the total of all summed administrative fee amounts.

- d.** An IES program will place the SP document number and document posting date in the administrative fee document number and administrative fee document posting date fields of the contribution/distribution table.
- e.** The SP document will be transmitted to the Treasury Department for approval and transfer.
- f.** The Treasury Department will transmit the transfer completion details on the daily payment file sent back to SAP.
- g.** An IES program will insert the pay date from the file into the administrative fee document pay date field in the contribution/distribution table.
- h.** Office of the Budget, Office of Comptroller Operations, Bureau of Accounting and Financial Management (BAFM) will, on a monthly basis, reconcile the funds for the restricted receipt account with the Treasury Department records to ensure the Treasury Department and SAP records agree.
- i.** Simultaneous with the transfer of administrative fees, designated contributions will be paid to Umbrella Organizations and undesignated contributions will be transferred to undesignated contribution GL account 2100351.
- j.** At the conclusion of each campaign year, BEBS will analyze the SAP fund 401600001 to determine the account balance needed to fund SECA expenses for the next 12 month period and designate any excess balance for transfer to the undesignated contribution GL account.
- k.** If a determination is made that a transfer is required, BEBS will review with Office of the Budget, Office of Administrative Services, Budget and Fiscal Management Division (OAS/B&FM) and initiate the process to transfer the total dollar amount calculated by BEBS into the SECA undesignated contributions liability account.
 - (1)** The request for transfer of funds will be forwarded to OAS/B&FM.
 - (2)** OAS/B&FM will email a request to BAFM, Revenue Section requesting completion of an Adjustment Memorandum (AM) to transfer the funds by debiting Revenue GL 4415353 (SECA Admin fee) and crediting Liability GL 2100351 (SECA Undesignated Contributions). OAS/B&FM will also request confirmation that the AM has been completed.
 - (3)** BAFM, Revenue Unit will complete the AM and notify OAS/B&FM of completion.
 - (4)** OAS/B&FM will advise BEBS that the AM has been completed.

- I. Once notified that the AM document has been completed, BEBS will manually update the contribution/distribution table to reflect the transfer of funds to the undesignated contributions account. Fields to be completed are:
 - (1) Business Area = 81.
 - (2) Employee Number = ADMINRETURN.
 - (3) Plan Year = Calendar year for which funds were returned.
 - (4) Period Begin Date = 01/01/YYYY (plan year).
 - (5) Period End Date = 12/31/YYYY (plan year).
 - (6) Period Pay Date = 12/31/YYYY (plan year).
 - (7) Designation Code = 0000.
 - (8) Designated Extension = 0000.
 - (9) Designated Extension Amount = Amount Returned.
 - (10) Total Amount of Deduction = Amount Returned.
 - (11) Agency Document Number = AM number from Reference Field in SAP AM Document (e.g. AM88000001).
 - (12) Document Number = SAP AM document number (e.g. 0088000001).
 - (13) Assignment = Value from Assignment Field of GL 2100351 line of AM document.
 - (14) Administrative Fee Amount = 0.
 - (15) Comments = EXCESS ADMINISTRATIVE FUNDS.

Cash, Check and Money Order Handling Procedures.

There are two ways that cash, personal checks, money orders, and cashier's checks are received by SECA.

1. Fundraising Activities.

- a. Cash, personal checks, money orders, and cashier's checks are received as a result of fundraising activities (e.g. bake sales) held by commonwealth agency employees.
- b. After the fundraiser is completed, two agency employees (one must be a loaned labor leader, agency SECA Coordinator or commonwealth employee involved in the coordination of the fundraiser) will count the money received.

- c. All cash must be exchanged for a money order or cashier's check. The cost of the money order will be deducted from the cash that is exchanged. **Cash should never be submitted to BIDM.**
- d. A pledge form must be completed for each fundraiser by an agency SECA Coordinator or field site coordinator. The pledge form should specify the following:
 - (1) Business area.
 - (2) Personnel Number - "999999999".
 - (3) Employee First Name – "FUND".
 - (4) Employee Last Name – "RAISER".
- e. A SECA report envelope, which will contain the pledge form and money order(s) or check(s) is prepared for the fundraiser. The envelope must be signed by the two commonwealth employees who counted the donations. The report envelope should cite the amount of funds collected and indicate that the cost of the money order was deducted from the collection amount.
- f. The agency SECA Coordinator or designee should submit the completed envelope using a traceable delivery method to DOR, Bureau of Imaging and Document Management (BIDM).
- g. At the time the SECA report envelope is prepared and signed, the responsible commonwealth employees will enter all required information into the Office of Administration's "Envelope Tracking System" at www.seca.pa.gov.

2. One Time Donations.

- a. Commonwealth employees make one time contributions via personal checks, money orders, or cashier's checks.
- b. Agency SECA Coordinators collect donations and pledge forms from employees for one time donations. The Agency SECA Coordinators should ensure the donation amount collected equals the donation amount designated by the employee on the pledge form.

NOTE: Cash should not be accepted; therefore, all one time donations must be in the form of check or money order.

- c. Agency SECA Coordinators submit the donations and pledge forms using the SECA report envelope process. Agency SECA Coordinators are responsible for ensuring employee donations are stored in a secure location until submitted.

DOR, BIDM.

1. DOR, BIDM receives all SECA report envelopes from fundraising activities and one time donations.
2. Cash is deposited in the appropriate commonwealth bank account.

3. DOR, BIDM enters the appropriate journal entry into the SAP accounting system.
4. DOR, BIDM also enters a separate journal entry into SAP for personal checks, money orders, and cashier's checks.
5. A deposit transit slip is created for personal checks, money orders, and cashier's checks.
6. The SAP journal entry document number and RT number (i.e. RT95xxxxxx) from the deposit transit slip are written on the SECA report envelopes.
7. Checks, money orders, pledge forms and SECA report envelopes are scanned.
8. Scanned images of checks and money orders are retained by DOR, BIDM.
9. DOR, BIDM's journal entries cause SAP to generate RTs which print in BAFM.
10. Two copies of RTs are provided to the Treasury Department.
11. The Treasury Department updates its automated system (TABS) with data from the RTs.
12. Pledge data and applicable accounting information (SAP document number, and RT number exactly as it appears on the deposit transit slip, ex. RT95xxxxxx) will be provided via text file to the commonwealth's SAP SECA system through transmission arrangements between DOR and IES.
13. BAFM will reconcile check deposits recorded in SAP to the Treasury Department records.
14. The Treasury Department will reconcile all applicable bank accounts to the Treasury Department's accounting records.

BEBS.

At the close of each campaign, BEBS will run a report from SAP/Docfinity to pull a listing of all envelope numbers of scanned envelopes. This will be compared to the entries made into the envelope tracking system to find envelopes that have been completed but not received or scanned by DOR, BIDM. Envelopes that do not reconcile will be researched to determine a possible cause and resolution.

***In handling cash, personal checks, money orders, and cashier's checks for the SECA process, all agencies should adhere to the control policies established in *Management Directive 305.11, Depositing Checks, Money Orders and Cash*. Note: In the SECA process, the DOR will serve as the depositing agency.**

Designated SECA Contributions.

1. A designated SECA contribution is a contribution that has been submitted to the SECA Program with a designation for donation to one of the SECA participating charities.

2. The first distribution of designated contributions for a campaign year should occur by the end of February of the plan year. Additional distributions will occur in the month following the month the contributions are collected.
3. The following processes are established to execute distributions of designated SECA contributions:
 - a. IES manages an automated IT program in SAP that updates the SECA system contribution/distribution table with the receipt date, assignment, and SAP document number on a daily basis. This step is performed after the contribution/distribution table is populated with contribution/distribution data.
 - b. This program performs validations to ensure that amounts posted in SAP and receipted by the Treasury Department match amounts on the contribution/distribution table by:
 - (1) Comparing the summed designation extension amounts in the table for the RT, TV or SP document to the summed GL 2100350 amounts in SAP for the RT, TV or SP document.
 - (a) If the amounts do not agree, an error report will be generated for BEBS to research and correct.
 - (b) If amounts posted in SAP do not agree with contribution amounts cited on the contribution/distribution table, the contribution/distribution table will not be populated with the SAP document number or assignment.
 - (c) Payments will not be processed.
 - (2) Comparing the summed GL 2100350 amounts in SAP for the RT, TV or SP document to the summed designation extension amounts in the contribution/distribution table for the RT, TV or SP document.
 - (a) If the amounts do not agree, an error report will be generated for BEBS to research and correct.
 - (b) If amounts posted in SAP do not agree with contribution amounts cited on the contribution/distribution table, the contribution/distribution table will not be populated with the SAP document number or assignment.
 - (c) Payments will not be processed.
 - (3) Comparing the summed designation extension amounts in the table for the RT, TV or SP document to the summed GL 2100350 amounts for the RT, TV or SP document in the Treasury Department receipted revenue document table.
 - (a) If the amounts do not agree, an error report will be generated for BEBS to research and correct.

- (b) If amounts received by the Treasury Department do not agree with contribution/distribution amounts cited on the contribution/distribution table, the contribution/distribution table will not be populated with the receipt date.
 - (c) Payments will not be processed.
- c. Since this program runs on a daily basis, any distributions not processed due to incorrect records will be processed the day after the records have been corrected.
- d. IES initiates a daily program in SAP that calculates the applicable SECA administrative fee and populates the information into the distribution/contribution table. The administrative fee is established by BEBS on an annual basis and is adjusted annually by IES within the SAP SECA system.
- e. IES initiates a daily program in SAP that calculates the net amount of distributions due to each charity after reducing the contributions by the administrative fee. The contribution/distribution table is populated with the results.
- f. On a monthly basis, IES initiates a program by the 5th day of the month to initiate payment to the Umbrella Organizations that will be paid via ACH transfer.
 - (1) The program in SAP calculates the summary amounts due to the Umbrella Organizations.
 - (2) A non-purchase order SAP invoice document is posted for each of the Umbrella Organizations.
 - (a) Invoices are posted and blocked for payment in SAP.
 - (b) The invoices will have a document date of the 1st of the month.
 - (c) The invoices will have payment terms of net 30 days defaulted from the SAP vendor master.
 - (3) The contribution/distribution table is populated with the corresponding SAP invoice document numbers and posting dates.
 - (4) Upon completion of the program, an email notification will be automatically sent to IES and Office of the Budget, Office of Comptroller Operations, Bureau of Payable Services (BPS).
- g. After posting the invoices, IES initiates a program creating and sending the charity distribution files to the Umbrella Organization FTP folders located at the Commonwealth Technology Center (CTC). These files provide the monthly detailed contribution data to the Umbrella Organization.
- h. BPS reviews, approves and unblocks the invoices.

- (1) Funds will be transferred for the administrative fee to a lower level fund. The fee percentage will be set by policy. The actual amounts will be calculated by SAP. Details pertaining to this procedure are contained under the administrative fee procedures of this manual.
- (2) Undesignated contributions will be transferred within the restricted receipt account into another liability account. Details regarding this procedure are contained under the undesignated contributions procedures of this manual.

Undesignated SECA Contributions.

1. Undesignated contributions are comprised of contributions where a charity was not specified for receipt of the donation(s) by the contributor and excess administrative fees transferred to the undesignated contributions GL account (2100351). Transfers of excess administrative fees are detailed in the section entitled, "SECA Administrative Expenses".
2. Transfer of excess administrative fees occurs and the contribution/distribution table is updated with the applicable AM document number and information before undesignated funds are distributed.
3. The payments for undesignated contributions will occur after the close of the plan year, near the end of February. For example, the distribution of undesignated contributions for the 2016 campaign (2017 Plan Year) will occur during February 2018.
4. Distribution of undesignated funds will be made to the Umbrella Organizations based on the amount of designated contributions they received during the year. The Umbrella Organizations may retain or distribute the undesignated funds they receive at their discretion.
5. The following process is established to execute the distribution of undesignated SECA funds:
 - a. BEBS uses SAP transactions Y_DC6_14000191 and Y_DC6_14000214 to:
 - (1) Calculate the percentage and dollar amounts of the undesignated funds to be distributed to each Umbrella Organization for the appropriate fund year.
 - (a) Each Umbrella Organization is identified in the contribution/distribution table by the designation code (DesgCd).
 - (2) Create support documentation for payments by copying results of the SAP calculation into an Excel spreadsheet provided by IES.
 - b. BEBS will request the Office of Administrative Services (OAS), Purchasing and Payment Division to generate invoices for the payments listed on the Excel payment spreadsheet. BEBS will provide an electronic copy of the spreadsheet with the request to OAS via an email to the OAS Payment Resource Account, ra-ob-oas_payment@pa.gov.

NOTE: Refer to the SECA Undesignated Contribution Payment Process for detailed instructions on calculating the payments and generating invoices.

- c. OAS, Purchasing and Payment Division will generate invoices by using the FI Tab of the ESS Portal.
 - (1) The following SAP codes will be used when generating the invoices:
 - (a) GL Account 2100351.
 - (b) Fund 4016100000.
 - (c) Cost Center 8115096000.
 - (2) Invoices generated by OAS will be posted and blocked from payment and will be work flowed via SAP to BPS for review and approval.
 - (3) Supporting documentation consisting of the BEBS Excel payment spreadsheet will be emailed to the BPS Resource Account, ra-psnonpoexpedite@pa.gov, annotated for SECA undesignated contribution invoices.
- d. BPS will review the invoices and supporting documentation. If the invoices are approved, BPS will:
 - (1) Mass attach the support documentation to the invoices.
 - (2) Update the assignment field of all invoices with "Plan Year yyyy" (yyyy = plan year) from contribution/distribution table.
 - (3) Unblock the invoices.
- e. Approved invoices with supporting documentation will be sent to the Treasury Department for payment.
- f. If BPS determines that there are errors on the payments, the invoices will be sent back to OAS Purchasing and Payment Division for correction.
- g. The Treasury Department will pay invoices and transmit the payment information via the warrant file back to SAP.
- h. BAFM will, on a monthly basis, reconcile the funds for the restricted receipt account with the Treasury Department records to ensure the Treasury Department and SAP records agree.

Payroll Contributions.

There are three ways that payroll deductions are received by SECA.

- 1. Payroll deductions are received from employees of agencies under the Governor's jurisdiction designating contributions via the SAP Employee Self-Service (ESS) system. Non-ESS users in agencies under the Governor's jurisdiction will use the paper pledge form to set up or change payroll deductions.

2. Payroll deductions are received from commonwealth agencies not under the Governor's jurisdiction (independent agencies) which process payroll through accounts at the Treasury Department, collect SECA contributions from their employees and initiate transfers into the SECA restricted receipt account.
3. Payroll deductions are received from independent agencies which process payroll through accounts outside the commonwealth, collect SECA contributions from their employees and generate a check to remit into the SECA restricted receipt account.

Employee payroll deductions via IES/ESS and deductions using the paper pledge form for employees under the Governor's jurisdiction.

Employees initiate their SECA donation by completing ESS pledge forms. ESS pledges are recurring payroll deductions only. Employees not using ESS will use the paper pledge form.

1. SECA pledges via ESS can only be made during the yearly campaign period and only for the creation of the initial pledge. All changes to pledge data or employee one time cash or check pledges must be done using the paper SECA pledge form.
2. The following SAP table/infotype updates will occur as a result of the pledge:
 - a. An Infotype 0014 record for a recurring payroll deduction for the total pledge amount will be created to establish the recurring deductions.
 - b. An Infotype 9008 record with the individual charity codes and amounts will be created for recurring deductions, establishing a SAP record of pledge detail data.
 - c. An Infotype 9011 record with the individual charity codes and amount will be created for one-time payroll deductions, establishing a SAP record of pledge detail data.
 - d. Pledge data will be validated for employee eligibility (last name, initial of first name, business area, etc.). Additionally, SAP will perform a data integrity check on pledge amounts and charities (i.e. valid charity, pledge amounts vs. total amounts, etc.).
 - e. When inconsistencies are found during the validation process, an error report will be generated for BEBS to research.
3. IES payroll is run for the employees and the appropriate SECA deduction is taken based on the employee's pledge.
4. The employee contributions for SECA are transferred to the Office of the Budget, Office of Comptroller's Operations, Bureau of Commonwealth Payroll Operations (BCPO) 925 restricted receipt account in the Treasury Department as part of the Payroll Treasury processing completed by IES.
5. For each payroll cycle, the BCPO deduction accounting processes a finance SP document to move the SECA contributions from the BCPO 925 restricted receipt account to the new COPA SECA restricted receipt account.

6. For each payroll cycle, IES Payroll creates a file of all SECA contributions by employee. This file will include the SP document number created by BCPO for the transfer to the COPA SECA account and the SP document amount. SAP will reconcile the SP amount to the total of the individual employee deduction amounts before updating the contribution/distribution table.
7. Differences between the total of the individual employee deduction amounts and the agency document amount will result in the file being rejected. IES will review file and resolve errors.
8. The individual charity information is retrieved from the SECA detail pledge table and validations are performed matching the pledge detail by record to the contribution details by record to ensure data is correct.
9. When inconsistencies are found during the validation process, the update to the contribution/distribution table will not be done and an error report will be generated for BEBS to research.
10. Paper pledge forms are used for employees who:
 - a. do not have access to or do not wish to use ESS;
 - b. are making pledges outside of the campaign period; and,
 - c. are changing existing pledges.
11. In these instances, paper pledge forms are completed and given to the Agency SECA Coordinator or the SECA Program Coordinator for submission to the Department of Revenue.
12. These pledge forms are sent in a completed SECA report envelope to DOR, BIDM for scanning and updates to DOR, BIDM's computer system.
13. The scanned images are sent to OA/OIT DocFinity.
14. The DOR, BIDM computer files are transferred to IES SAP.
15. SECA files are updated and the Infotypes are created.

Payroll Deductions from Independent Agencies Processed via the Treasury Department.

1. Employees initiate their SECA donations by completing the required SECA pledge form authorizing the recurring payroll deduction by independent agencies.
2. IES, HR provides independent agencies with files with employee information and the amount of the payroll deduction for those employees who have elected payroll deductions.
3. Each independent agency executes its payroll and makes the appropriate employee payroll deductions for SECA.

4. After each payroll cycle is completed, independent agencies will transfer the employee SECA deduction funds from their agency Treasury Department account to the COPA SECA restricted receipt account via a Transfer Voucher (TV) using account coding provided below by BAFM. This transfer will occur within three days of pay date.
5. The account coding applicable to the transfer into the COPA SECA restricted receipt account is as follows:
 - a. Revenue Code 001710-081490-101.
 - b. Appropriation 001-081-490-X-4, where X is the year.
 - c. Organization 5096.
 - d. Cost Function 00000.
6. The independent agencies will create a file of all SECA deductions by employee and transfer the file to IES. Each detail record on the file will have the agency TV number created to transfer the deductions from the agency Treasury account to the COPA SECA restricted receipt account placed in the agency document number field and the amount of the transfer in the agency document amount field. The SAP document number field will be zero filled.
7. Differences between the total of the individual employee deduction amounts and the agency document amount will result in the file being rejected. The agency will be contacted to provide a new file.
8. The individual charity information is retrieved from the SECA pledge table and validations are performed to ensure the detailed data is correct. The SECA pledge detail table is used to validate contribution details to ensure that there is a match.
9. When inconsistencies are found during the validation process, the update to the contribution/distribution table will not be done and an error report will be generated for BEBS to research.

Payroll Deductions from Independent Agencies submitted to SECA via Check.

1. Employees initiate SECA donations by completing the required SECA pledge form authorizing the recurring payroll deduction by independent agencies.
2. IES, HR provides independent agencies with files with employee information and the amount of the payroll deduction for those employees who have elected payroll deductions.
3. Each independent agency executes its payroll and makes the appropriate employee payroll deductions for SECA.
4. After each payroll cycle is completed, agencies will issue a check payable to SECA for the total amount of the independent agency's employee SECA deductions for that pay date.

5. The independent agencies will send the check to BAFM, Revenue Accounting Unit, for deposit along with a standard memo identifying the origin, purpose of check and account coding for deposit. The independent agencies will also provide the business area, employee pay date and total amount of deductions on the standard memo for payroll deductions submitted by check. The applicable coding is as follows:
 - a. General Ledger Account 2100350.
 - b. Fund 4016100000.
 - c. Cost Center 8115096000.
6. BAFM, Revenue Accounting will enter an SAP FI transaction to create the deposit transit slip, RT and SAP document numbers.
7. After completing the SAP FI revenue entry, BAFM, Revenue Accounting will provide IES with the business area, employee pay date, the RT document number and the RT document amount via e-mail to the OA, IES PY Team resource account.
8. Once IES has received the information from BAFM, Revenue Accounting, IES will update file of all SECA deductions by employee for that pay date. Each detail record on the table will include:
 - a. The RT Number, provided by BAFM Revenue Accounting, in the Agency Document Number field.
 - b. Zeroes in the SAP Document Number.
9. Differences between the total of the individual employee deduction amounts and the Agency Document Amount will result in the file being rejected. The agency will be contacted to provide a new file.
10. The individual charity information is retrieved from the SECA Pledge table and validations are performed to ensure data is correct. The SECA Pledge Detail Table is used to validate contribution details to ensure that there is a match.
11. When inconsistencies are found during the validation process, the update to the contribution/distribution table will not be done and an error report will be generated for BEBS to research.
12. The physical checks received by the BAFM, Revenue Accounting Unit for the Turnpike Commission and PASSHE will be delivered to the Department of Revenue's Bureau of Imaging & Document Management (BIDM) in accordance with the existing courier schedule in place for delivery of checks.
13. BIDM will process the checks using standard Image Cash Letter (ICL) methodology for check processing described in the *Revenue Desk Procedure Manual, Version 1*.

Restricted Receipt Accounting.

The SECA restricted receipt account is established through Expenditure Symbol Notification (ESN) 11-052 issued August 1, 2011. The restricted receipt account will be used to account for the collection and disbursement of SECA contributions.

Incoming Contribution Dollars.

1. The SECA restricted receipt account is established as an SAP fund within the Commonwealth of Pennsylvania's General Fund. The SECA restricted receipt account is identified as SAP Fund 4016100000.
2. There will be two forms of SECA contribution dollars deposited into the SECA restricted receipt account as follows: 1) Cash/check contributions from one time donations/fundraisers and 2) contributions resulting from payroll deductions.
3. All incoming contributions will be recorded as liabilities within the SECA restricted receipt account. This is completed via the credit entry for the incoming contributions. The GL liability account used to record the contributions is GL 2100350, SECA Contributions. The associated funds management commitment item (CI) will be a revenue CI identified as follows: 4710167. The legacy revenue code (RC) will be 001710-081490-101.
4. The corresponding debit entry will record the assets received as cash or transfer the liability for employee payroll deductions relative to agencies within the Governor's jurisdiction. Cash/check contributions and independent agency's employee payroll deductions will be debited to the asset GL account 1003000, cash-in-transit. Employee payroll deductions for agencies within the Governor's jurisdiction will be debited to the employer payroll restricted receipt liability GL 2100723.

Disbursements to Umbrellas for Designated Contributions.

1. Designated contributions collected in the SECA restricted receipt account will be disbursed to charities on a monthly basis. The disbursements will be net of the administrative fee discussed below.
2. At the time of disbursement, the reduction of liability within the SECA restricted receipt account will be reflected via a debit entry to the SECA-Contributions GL 2100350. The associated funds management CI will be an expense CI identified as follows: 6910060. The cash disbursement process will be reflected with an initial credit entry to the vendor liability GL 2100300. Consequently, entries will follow as the payment process progresses through invoices payable and eventually cash disbursements from the Treasury Department to the umbrella.

Disbursements for Administrative Fee.

1. Simultaneous with the monthly disbursements to umbrellas, there will be a transfer of administrative fees to a lower level fund within the SECA restricted receipt account. The administrative fee lower level fund will contain only dollars that are designated as administrative fee collections in accordance with SECA policy. The lower level fund remains within the umbrella of the SECA restricted receipt account. The SECA administrative fee lower level fund is identified as SAP Fund 4016100001.
2. Incoming transfers will be recorded as revenue within the SECA administrative fee fund. This is completed via the credit entry for the incoming revenue. The GL revenue account used to record the administrative fee will be 4415353, SECA administrative fee. The associated funds management commitment item (CI) will be a revenue commitment item identified as follows: 4415353. The legacy revenue code (RC) will be 001710-081490-103.
3. The corresponding debit entry will record the reduction to the liability in GL 2100350 within the SECA restricted receipt account. The associated funds management CI will be an expense CI identified as follows: 6910060.
4. Throughout the SECA campaign year, OAS Purchasing and Payment Division will review and post campaign expense invoices, and BEBS will authorize SECA expense payments to pay vendor campaign expenses. OAS/B&FM will reimburse BEBS for SECA expenses via an expenditure adjustment. All SECA related expenditures will be reported in SAP fund 4016100001.
5. At the conclusion of each campaign year, BEBS will analyze the SAP fund 4016100001 balance, determine the balance needed to fund SECA expenses for the next 12 month period and designate any excess balance for pro-rata distribution to the umbrellas.
6. Annually, if a determination is made that a pro-rata distribution is needed, BEBS will initiate the process to transfer the identified dollar amount into the SECA undesignated contributions liability account for pro-rata distribution along with the undesignated SECA contributions.
7. The transfer from the administrative fee fund into the SECA undesignated contributions liability account is completed via an AM transaction which includes a debit entry to Revenue GL 4415353, SECA administrative fee and a corresponding credit entry to Liability GL 2100351, SECA undesignated contributions (CI 4710168, RC 001710-081490-102).

Disbursements to Umbrellas for Undesignated Contributions.

1. Simultaneous with the monthly disbursements to umbrellas and the administrative fee lower level fund, there will be a transfer of undesignated contributions within the SECA restricted receipt account out of the SECA contributions liability account and into a separate liability account entitled SECA undesignated contributions. The transfer will be net of the administrative fee as outlined above.

2. In order to open-item manage and clear the monthly receipt and distribution activity within the SECA contributions liability account, the transfer into the separate SECA undesignated contributions liability account is required for all undesignated contributions received in a monthly cycle. Undesignated contributions will accumulate throughout the campaign year within the SECA undesignated contributions liability account and be distributed to umbrellas on a pro-rata basis annually at the end of each campaign year.
3. The transaction to transfer the undesignated contributions on a monthly basis includes a debit entry to GL 2100350, SECA Contributions (CI 6910060) and a credit entry to GL 2100351, SECA undesignated contributions (CI 470168, RC 001710-081490-102).
4. On an annual basis, after receipt of any designated administrative fee dollars into the undesignated account, BEBS will calculate a pro-rata distribution of the entire undesignated contributions account balance among the umbrellas and notify OAS, Purchasing and Payment Division to initiate payment to those umbrellas.
5. At the time of disbursement, the reduction of liability within the SECA restricted receipt account will be reflected via a debit entry to the SECA undesignated contributions GL 2100351. The associated funds management CI will be an expense CI identified as follows: 6910060. The cash disbursement process will be reflected with an initial credit entry to the vendor liability GL 2100300. Consequently, entries will follow as the payment process progresses through invoices payable and eventually cash disbursements from the Treasury Department to the umbrella.

Returned Checks.

The following procedures shall be utilized to account for bank returned checks and to ensure disbursements are not made from the SECA restricted receipt account for contributions associated with any bank returned checks.

Treasury Department.

1. Receives scanned images of returned checks from the state depository bank.
2. Prepares a Debit Memorandum (form STD-418), debiting Revenue Code 001430-003000-102, the returned check clearing account.
3. Forwards copies 3, 4 and 5 of Form STD-418 with scanned images of the returned checks to BAFM where they are processed by BAFM, Revenue Accounting Unit.

BAFM, Revenue Accounting Unit.

1. Receives copies of STD-418 form with scanned images of returned checks.
2. Creates and scans cover sheets.
3. Emails images of returned checks and cover sheets to BEBS resource account at RA-BENHELP@pa.gov.
4. Forwards all returned checks to BEBS.

5. Uses the RT number in the endorsement to determine what the original fund and GL account were.
6. Prepares an SAP AM using transaction FB50 citing document type AM. The clearing account is credited and GL 2100350 is debited.
 - a. Uses the RT number (e.g. RT95000001) to query the agency document number field of the ZHR_T_SECA_CONTR table to obtain the value from the assignment field for any line item of the RT. Inserts this number in the assignment field of the GL 2100350 line item of the adjustment memo.
7. AMs are done once a week and can have multiple checks listed.

BEBS.

1. Uses the name on the check to look up the related business area and employee number in the employee master record table (ZHR_T_SECA_EMP).
2. Uses the business area, employee number and agency doc number (e.g. RT95000001) to query the contribution table (ZHR_T_SECA_CONTR). Compares the check amount to the sum of the amounts in the Dsgt Ext Amount field to ensure that the correct record(s) have been obtained.
 - a. If the amounts match, updates the following fields for all records related to the returned check.
 - (1) Bad Check = X.
 - (2) Admin Fee Amount = (delete).
 - (3) Distribution Amount = (delete).
 - (4) Comments = Returned check (number) – AM (number).
 - b. If the amounts do not match and the employee number field in the table is filled with 9s, it will be necessary to modify the existing record in the table and create a unique record for the returned check.
 - (1) Copies the record of the bad check and updates the following fields of the new record as indicated.
 - (a) Change the Period Pay Date to today's date.
 - (b) Designation Extension Amount = Amount of bad check.
 - (c) Total Amount of Deduction = Amount of bad check.
 - (d) Bad Check = X.
 - (e) Admin Fee Amount = (delete).
 - (f) Distribution Amount = (delete).

- (g) Comments = Returned check (number) – AM (number).
- (2) The original record containing data for the bad check is updated as follows:
 - (a) Designation Extension Amount = Original amount less bad check amount.
 - (b) Total Amount of Deduction = Original amount less bad check amount.
 - (c) Admin Fee Amount = (delete).
 - (d) Distribution Amount = (delete).
 - (e) Comments = Returned check – Reference new record for this RT.
- c. Creates offsetting records for the “bad check” records from in the contribution/distribution table to agree with the finance document posted for the AM.
 - (1) Copies the record with the bad check field populated and updates the following fields of the new record as indicated.
 - (a) Change the agency document number from the RT document number (RT95xxxxxx) to the AM document number accompanying the returned check (AM88xxxxxx).
 - (b) Change the designated extension amount to make the amount negative.
 - (c) Change the total amount of deduction to make the amount negative.
 - (d) Change the comments to replace the RT number with the AM number.
 - (e) Delete the contents of the document number field.
 - (f) Delete the contents of the assignment field.
3. Receives images of returned checks through resource account (RA-BENHELP@pa.gov).
 4. If check was for a personal donation, contacts the employee via phone or email. If unable to contact the employee via phone or email, send notification to employee via United States postal service. The employee will be given the option to submit a new pledge form. Contributions can be made via payroll deduction or money order. Checks will not be accepted.

5. If check was for an agency fundraiser, informs the agency's HR Director and requests that the employee be contacted. The agency will be given the option to submit a new pledge form and contribution via money order. Checks will not be accepted.
6. Maintains bad check documentation on file in accordance with the records retention schedule.
7. SAP will exclude contribution amounts contained on any record with an "X" in the bad check box from distribution.