



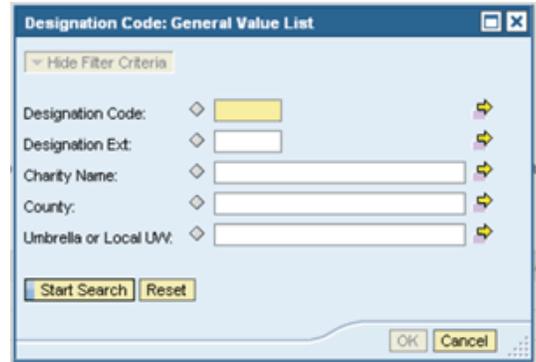
State Employees Combined Appeal (SECA)

ESS Pledging: Employee Instructions

Employees who use Employee Self Service (ESS) can make recurring or one-time payroll pledges to the SECA campaign online using the instructions below. Employees who do not use ESS or want to make a one-time donation via check or money order can download a [printable pledge form](#) or can contact their [agency SECA coordinator](#).

1. Go to ESS (<https://www.myworkplace.pa.gov/>). If using VPN or on the commonwealth server skip to step number 5. If you are logging in from home, enter your username [cwopa\jsmith] and password.
2. You will receive an informational message saying: "Passcode sent via email. Please enter the passcode to log on." Do not close this screen; leave it open while acquiring the passcode.
3. Log into your work email account* to view the message containing the passcode.
4. Return to the ESS log in screen and enter the passcode and click "Log On."
5. Navigate to the "Payroll" section.
6. Select "SECA Enrollment."
7. Select whether you would like to elect a recurring payroll deduction or a one-time deduction (which will be taken only from your first payroll of the year). Select "Continue."
8. If you pledged in last year's campaign, your previous charity elections will be displayed. Also displayed, in the lower left, is the minimum contribution amount to qualify as a leadership giver, which may have changed since last year. If you would like to be a leadership giver, ensure that your total donation meets these minimums.
9. If you choose to keep the same charities, proceed to step 15. In the event a previous charity is not participating in the current campaign, you will receive an error and the invalid charity will be highlighted in red. Either select the "Remove" link to delete the charity or enter a valid charity using the following instructions.
10. Select the search help icon  in the "DesgCd" field for the charity search box to appear.

- In the charity search box, you can search by any of the fields listed. You can search using one or multiple fields. If you would like to search based on charity name, type all or part of the name of the charity into the "Charity Name" field. Please note that only words within the *name* of the charity are searchable.



Be sure to put an asterisk before and after your search criteria. For example: *cancer* will bring up all charities with the word "cancer" in their names.

Also be sure to place an asterisk before and after your criteria if searching by County, Umbrella or Local UW. Asterisks are not needed if searching by Designation Code or Designation Extension.

- Select the "Start Search" button.
- If you cannot locate the charity you are looking for, try checking the [SECA Resource Guide](#) available under the "Useful Links" section at the bottom of the main SECA enrollment page.
- When your search returns results, select the row of the charity you wish to donate to and click "OK." The charity will be placed in the table on the SECA enrollment page.
- Click in the "Amount Pledged Per Pay" field for the charity you just selected and enter the amount you would like to donate to that charity per pay period.
- You can donate to up to ten different charities. To add another charity, click in the "DesgCd" field of the following row, then select the search help icon  in the "DesgCd" field for the charity search box to appear.
- Repeat steps 5 – 8.
- When you have selected all of the charities you wish to donate to and indicated how much to donate to each one in the "Amount Pledged Per Pay" fields, select the "Calculate" button. The total amount you will be donating per pay will be displayed, as well as the total annual amount you will donate.



19. Select the "Continue" button.
20. Read the statement(s) on the acknowledgment page and optionally check the box(es) if you agree.
21. Select "Save."

NOTE: once the "Save" button is chosen, a pledge will be made, and you cannot return to the enrollment page to change charities. To review the charities and amounts pledged again, use the "back" button. If you would like to change your donation, please contact your agency coordinator.

22. You will see a confirmation of your donation, and have the option to display a printable confirmation form.
23. When you are finished, select the "Log Off" link and close your Web browser to log off.

**Need technical help with your
online pledge?**



HR Service Center
Phone: 866.377.2672
PA Relay: 711
Fax: 717.425.7190

7:30 a.m. – 5:00 p.m. Monday – Friday
Interpreters are available by request

Questions about SECA?

For questions about SECA or your agency's campaign, contact your agency SECA coordinator.

[Find contact information online](#)
or call your local HR office and ask for the SECA coordinator.