



ONLINE PLEDGE CARD INSTRUCTIONS

State employees who have access to the Employees Self-Service Portal (ESS) may choose to complete their MSECC pledge card online.

REGISTERING FOR ESS

For employees who do not have an active ESS account, signing up is easy. Visit <https://ess.mo.gov/> and click the “Register Now” button under the “Registration” heading. Active state employees must fill out their last name, last four digits of their SSN, date of birth, agency where they work, ZIP Code of residence, and the net pay on their most recent paycheck.

EMPLOYEES ALREADY REGISTERED FOR ESS

If you already have an account with ESS, once you have logged in, the MSECC Pledge Card is located in the “My Information” dropdown menu in the upper right-hand corner.

Member Home - ESS Portal

Missouri State Employees Self-Service

Home Pay and Leave Benefits My Information

Welcome, JANE R DOE!
Your Agency/Organization: OFFICE ADMINISTRATION-OPER /GS-ADMINISTRATION

Questions? Contact your payroll representative:
More Contact Information

Welcome to the Missouri State Employees Self-Service Portal. On this site you will be able to:

- View pay check details
- View leave balance summary information
- Follow links to benefits providers
- View V2 information
- Print blank W4 forms
- Change your password or security image
- Submit address change information to your HR/Payroll office
- Submit name change information to your HR/Payroll office
- Submit updated emergency contact information to your HR office

Announcements

05/27/2020	Test for notice of
03/26/2020	OA Cares
03/26/2020	TEST

Change Password
W4 Forms
Direct Deposit Form
Address Change Form
Emergency Contacts Form
Name Change Form
MSECC Pledge Card
My Development

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After you select “MSECC Pledge Card”, you will be taken to the online donation platform.

MSECC Pledge Card - ESS P...

Missouri State Employees Self-Service

Home Pay and Leave Benefits My Information

Welcome, JANE R DOE!
Your Agency/Organization: OFFICE ADMINISTRATION-OPER /GS-ADMINISTRATION

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Welcome to the Missouri State Employees Charitable Campaign online pledge card!

At this time only pledges via payroll deductions can be entered online. If you would like to make a pledge via check or money order, please contact your charitable campaign coordinator. Online pledges can be entered 8-26-2020 thru 11-30-2020 for campaign year 2021.

Region: Central
Name: JANE R DOE
Work Email Address: Jane.Doe@oa.mo.gov
Work Phone Number: (573) 555-5555
Agency Code: 300 Organization Description: GS-ADMINISTRATION
Reporting Organization:

Select record to view previous contributions or click New Pledge to enter contribution for current campaign. If you would like to make changes to your current pledge, please contact the MSECC Manager at (573) 751-6846 or MSECC@oa.mo.gov.

Campaign Year	Method of Contribution	Amount	Total Amount	Century Club	Name Released	
2020	Payroll Deduction		\$15.00	\$360.00 No	Yes	Select
2019	Payroll Deduction		\$5.00	\$120.00 No	Yes	Select

New Pledge Copy Previous Year's Pledge

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The online pledge card has records of your previous donations to the campaign.

To complete a new pledge, click the “New Pledge” button. Or, you may copy your previous year’s pledge.

Region: Central
 Name: JANE R DOE
 Work Email Address: Jane.Doe@oa.mo.gov
 Work Phone Number: (573) 555-5555
 Agency Code: 300 Organization Description: GS-ADMINISTRATION
 Reporting Organization:

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Campaign Year	Method of Contribution	Amount	Total Amount	Century Club	Name Released
2020	Payroll Deduction	\$15.00	\$360.00	No	Yes
2019	Payroll Deduction	\$5.00	\$120.00	No	Yes

Campaign Year: 2021
 Preferred Email Address (for MSECC purpose only):

To donate to more than one charity, click the “Add” button. Once you have completed your pledge card, click Save. You will receive an email confirmation for your records.

Charity Code	Charity Name	Pay Period Amount	Annual Amount
		X 24	
		\$0.00	\$0.00

Search online charities at <https://msecc.mo.gov/charities.html>

As a Century Club Plus member, I would like to receive a mini Century Club wall calendar in recognition of my contribution of \$120 or more per year.

My name, home address and donation amount may be released to the charitable organization(s) to which I am contributing.

Your MSECC contribution is tax deductible to the extent allowed by law. For tax purposes retain your email confirmation and your year-end payroll check stub as proof of your contribution. Nothing of substantial value was given in return for this contribution.

I hereby authorize the State of Missouri to deduct the amount shown from my pay each pay period beginning 1-1-2021 and ending 12-31-2021 or until revoked by me in writing. Initials:

Employees will fill in: a preferred e-mail address (if other than work e-mail), charity code(s) and contribution amounts. Charity codes may be obtained from the “Quick Charity Reference Guide” or the MSECC website: <https://msecc.mo.gov/charities.html>. Employees may choose to be recognized for making a contribution of \$120 or more annually (Century Club Plus) and can authorize the release of their name, home address and donation amount to their recipient charity by checking the appropriate boxes on the pledge card. The pledge card must be initialed (in place of a signature).

If you choose to donate to more than one charity, click “Add” to add another line. You may donate to as many charities as you wish.

Region: Central
 Name: JANE R DOE
 Work Email Address: Jane.Doe@oa.mo.gov
 Work Phone Number: (573) 555-5555
 Agency Code: 300 Organization Description: GS-ADMINISTRATION
 Reporting Organization:

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		X 24	
		X 24	
		\$0.00	\$0.00

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Once you have completed your pledge card, click the "Submit" button. You will see a green bar indicating that your pledge was submitted successfully.

MSECC Pledge Card
Reporting Organization:

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Campaign Year	Method of Contribution	Amount	Total Amount	Century Club	Name Released	
2021	Payroll Deduction	\$5.00	\$120.00	Yes	Yes	Select
2020	Payroll Deduction	\$15.00	\$360.00	No	Yes	Select
2019	Payroll Deduction	\$5.00	\$120.00	No	Yes	Select

Your pledge has been successfully submitted.

Campaign Year
2021

Preferred Email Address (for MSECC purpose only)

To donate to more than one charity, click the "Add" button. Once you have completed your pledge card, click Save. You will receive an email confirmation for your records.

Charity Code	Charity Name	Pay Period Amount	Annual Amount	
4000	Undesignated Region 4 - Central Missouri	5.00	X 24	120.00
		\$5.00		\$120.00

Search online charities at <https://msecc.mo.gov/charities.html>

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Save Cancel

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You will receive a confirmation email to your work email or preferred email address as entered above for MSECC purposes only.

MSECC Pledge Card Confirmation - Message (HTML)

File Message Acrobat Tell me what you want to do...

Delete Reply Reply All Forward Respond Quick Steps Move Tags Editing Zoom PhishAlar...

Fri 7/10/2020 10:13 AM
MSECC@oa.mo.gov
MSECC Pledge Card Confirmation

To

Enterprise Vault + Get more apps

Thank you for completing a pledge card for the 2021 Missouri State Employees Charitable Campaign! Below is a copy of your pledge for your records.

Charity Code	Charity Name	Pay Period Amount	Annual Amount
4000	Undesignated Region 4 - Central Missouri	5.00 X 24	120.00
		\$5.00	\$120.00

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I hereby authorize the State of Missouri to deduct the amount shown from my pay each pay period beginning 1-1-2021 and ending 12-31-2021 or until revoked by me in writing.
Initials JD 07/10/2020

Pledge cards may be submitted via the online platform between the **statewide kick-off date, August 26, 2020 and campaign end date, November 30, 2020.**

If you wish to make a change to your previously submitted pledge card, or need further assistance, please contact the statewide MSECC Manager at 573-751-6846 or MSECC@oa.mo.gov.

Revised 07/28/2020