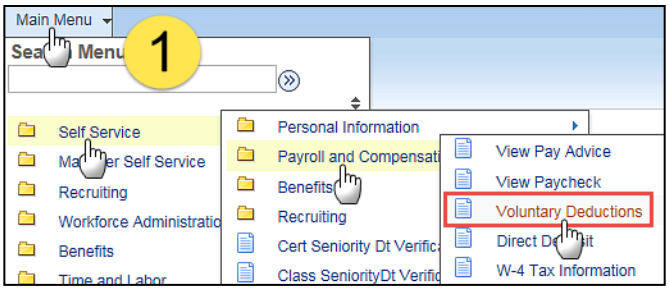
How to View, Edit, and Add Voluntary Deductions

This Job Aid illustrates how to View, Edit, and Add Voluntary Deductions.

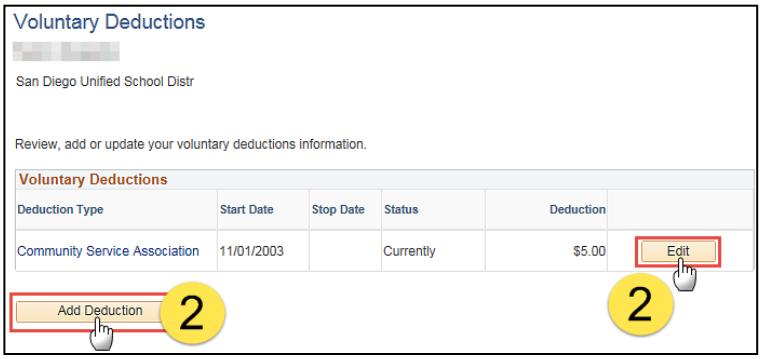
1. Navigate to: **Main Menu > *Self Service > Payroll and Compensation > Voluntary Deductions***



2. Click the **ADD Deduction** button to add a Voluntary Deduction and go to **Section I** below.

OR

Click the **Edit** button next to the Voluntary Deduction you wish to edit and go to **Section II** on page 2.



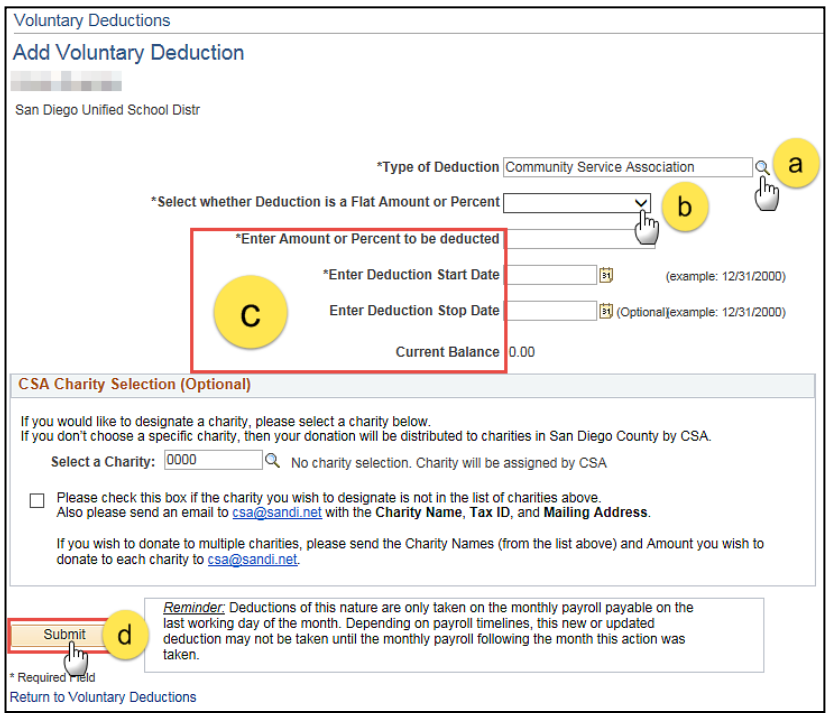
Section I. Adding a Voluntary Deduction

a. Click the 🔍 to select **Type of Deduction**. *Only choice is **Community Service Association**.*

b. Select **Amount** or **Percent** from the drop-down menu. *Select **Amount** if you want a fixed dollar amount to be deposited. Select **Percent** if you want a specific percentage of your gross pay to be deposited.*

c. Enter **Amount/Percentage to be deducted**, **Start Date** and **Stop Date**. *(**Stop Date** is optional and can be left blank.)*

d. Click **Submit**.



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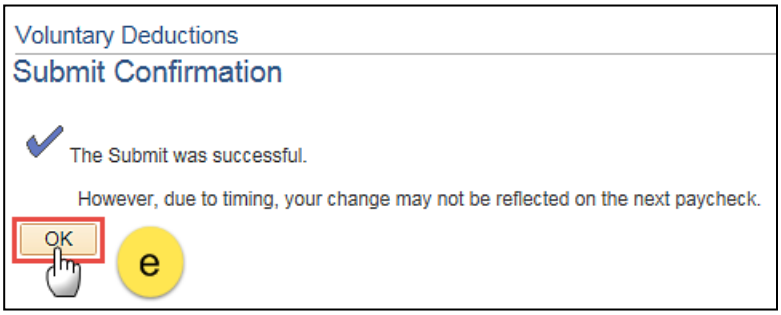
e. Click OK.

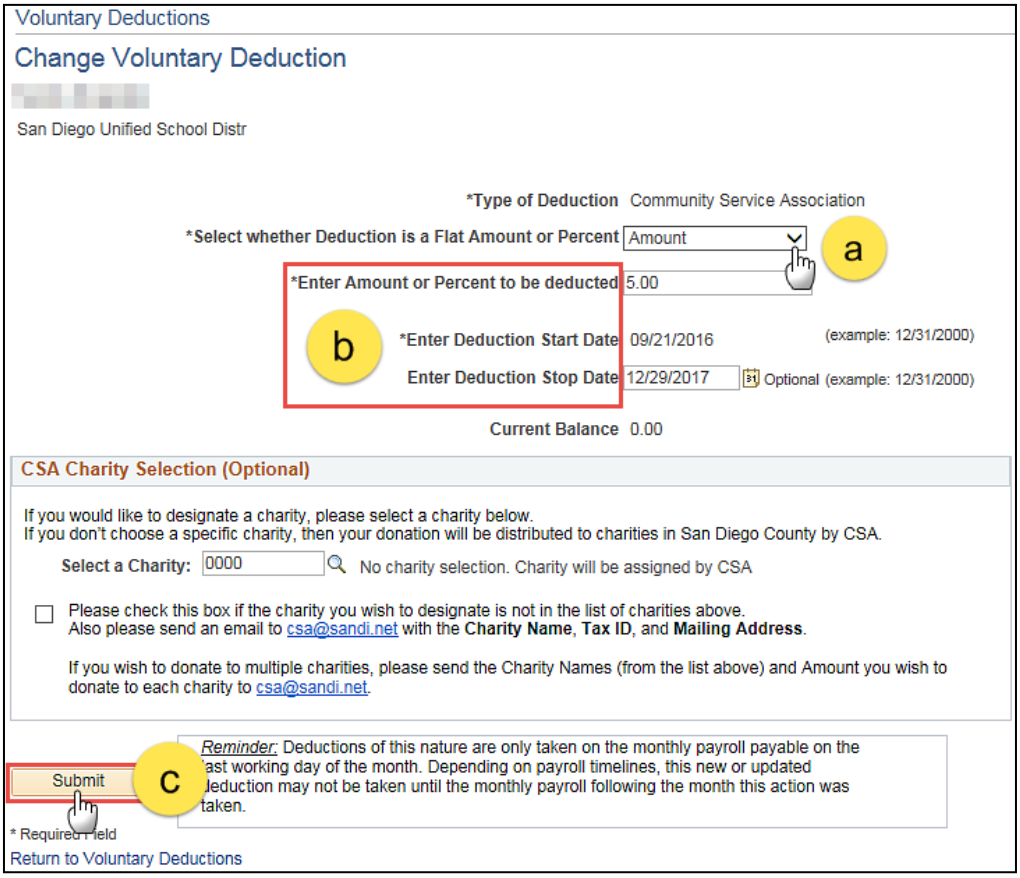


Section II. Editing Your Voluntary Deduction

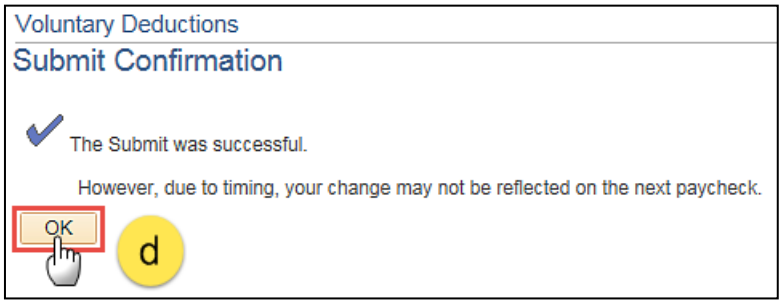
a. Choose **Amount** or **Percent** from the drop-down menu.

b. Modify the **Amount** or **Percent to be deducted** and **Stop Date**. *(**Stop Date** is optional and can be left blank.)*

c. Click **Submit**.



d. Click **OK**.



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