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.

Voluntary Deductions
Submit Confirmation

✓ The Submit was successful.
However, due to timing, your change may not be reflected on the next paycheck.

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.