Overview

You may now set up payment of a debt to the University of Florida, posted under the My Campus Finances section in myUFL, using the new Self-Service Payroll Deduction page in myUFL. Enter the starting date, the amount of money to be deducted every paycheck and the goal amount and UFS will apply the deduction to your oldest debt first.

You may at any time return to:
• Check the total running amount that has been deducted
• Stop the deductions

Navigation

After logging in to my.ufl.edu with your Gatorlink username and password,

1. Click Main Menu.
2. Click the My Self Service link.
3. Click the Payroll and Compensation link.
4. Click the new Voluntary Deductions link.
5. At the Voluntary Deductions page, click the Add Deduction button.

Adding a Deduction

For this example, we owe $300 to UF and would like to have it paid through a deduction each paycheck of $15.00. At the Add Voluntary Deduction page,

1. Click the Look up (Alt+5) button to list the Types of Deductions.
   • Click the University Financial Services’ UFS Debt Collection - Voluntary link to select
2. Click the Flat Amount list.
   • Click the Amount list item to select.
3. Enter the Amount to be Deducted From Each Paycheck every two weeks.
   • For this example, enter "15.00".
4. Set up a total amount as a goal to reach in the Goal Amount field.
   • For this example, enter "300.00".
5. Enter the Deduction Start Date. For this example, enter "02/17/2011". The Start Date must be the current or a future date. A past date will produce an error message.
6. Click the Save button.
7. Your change may not be reflected on the next paycheck. Click the OK button.

Note: You cannot enter two deductions of the same type on the same day or you will receive an error message.
Viewing the Deduction

The Goal Balance will increase as the deduction is taken every two weeks. For example, the Goal Balance will display 30.00 after two paychecks. Click the UFS Debt Collection- Voluntary link to view the set up information (as seen below) or click the yellow Edit button to make changes.

Voluntary Deductions Detail

*Type of Deduction: UFS Debt Collection- Voluntary
*Check that the deduction is a Flat Amount:
*Enter Amount to be deducted each pay cycle: 15.00
Take deduction until I reach this Goal Amount: 300.00
*Enter Deduction Start Date: 02/17/2011
Enter Deduction Stop Date:
Total of Voluntary Deduction: 0.00

This is a voluntary Deduction to pay UF Debt. To determine the amount of charges you owe, please log-on to my.ufl.edu and select “My Campus Finances” then “Charges Due.”

Return to Voluntary Deductions
Stopping a Deduction

1. Change the Enter Deduction Stop Date to today's date
2. Click Save

For additional help, please contact University Bursar at 392-0181 or go to http://fa.ufl.edu/bursar/. You may also call the UF Help Desk at 392-HELP.