SELF SERVICE VOLUNTARY DEDUCTIONS

You can set up payment of a debt to the University of Florida using the Voluntary Deductions page. After setting up a voluntary deduction, you can return to this page to check the total running amount that has been deducted or stop the deductions.

ACCESSING THE VOLUNTARY DEDUCTIONS PAGE

1. Click the Menu icon and then click Main Menu.
2. Click My Self Service.
3. Click Payroll and Compensation.
4. Click Voluntary Deductions.

ADDING A DEDUCTION

For this example, let's assume you owe $300 to UF and would like to have it paid through a deduction of $15.00 from each paycheck.

1. Click the Add Deduction button.

![Voluntary Deductions page]

2. Click the Types of Deductions lookup button.
3. Click the UFS Debt Collection - Voluntary link.
4. Click the next field and then enter the amount to be deducted each pay cycle. For this example, type 15.00.
5. Click the Enter Deduction Start Date calendar button. For this example, select 02/05/2018.
6. To specify a cut-off for the voluntary deduction, you can:
   - Select a stop date using the Enter Deduction Stop Date field.
   - Specify a goal amount using the Take deduction until I reach this Goal Amount field. In this example, type 300.00.
7. Click Submit. The voluntary deduction is added.
8. Click OK.
EDITING OR STOPPING THE DEDUCTION

After adding a voluntary deduction, you can edit the details including stopping the deduction.

1. Click the **Edit** button for the deduction you want to update.
2. To edit the deduction, revise the details as needed.
3. To stop the deduction, select the **Enter Deduction Stop Date** field and then select today's date.
4. Click **Submit** and then click **OK**.

FOR ADDITIONAL ASSISTANCE

**Technical Issues**
The UF Computing Help Desk
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