**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.

![Figure 1: Voluntary Deductions page](image)

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.

CONTACT
If you need help with technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.