**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.
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.