

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

- 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.
- 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.



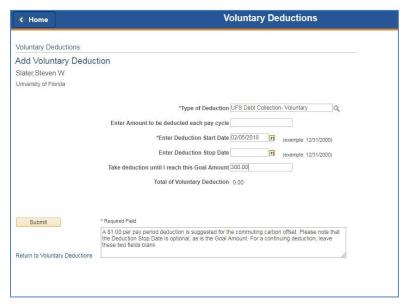


Figure 2: Voluntary Deductions page, details entered

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.

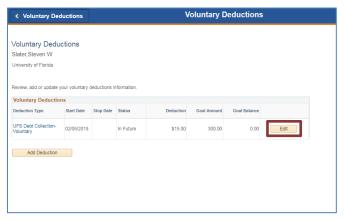


Figure 2: Voluntary Deductions page, Edit button

FOR ADDITIONAL ASSISTANCE

Technical IssuesThe UF Computing Help Desk
352-392-HELP
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