

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							
Slater, Steven W University of Florida							
Review, add or update your voluntary deductions information.							
Voluntary Deductions							
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	

Add Deduction

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**.
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**.

The screenshot shows the 'Voluntary Deductions' page for user Slater, Steven W. The form includes the following fields and values:

- *Type of Deduction: UFS Debt Collection-Voluntary
- Enter Amount to be deducted each pay cycle: (empty)
- *Enter Deduction Start Date: 02/05/2018
- Enter Deduction Stop Date: (empty)
- Take deduction until I reach this Goal Amount: 300.00
- Total of Voluntary Deduction: 0.00

There is a 'Submit' button and a 'Return to Voluntary Deductions' link. A note states: '* Required Field. A \$1.00 per pay period deduction is suggested for the commuting carbon offset. Please note that the Deduction Stop Date is optional, as is the Goal Amount. For a continuing deduction, leave these two fields blank.'

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**.

The screenshot shows the 'Voluntary Deductions' page with a table of existing deductions. The 'Edit' button for the first row is highlighted with a red box.

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
UFS Debt Collection-Voluntary	02/05/2018		In Future	\$15.00	300.00	0.00	Edit

Below the table is an 'Add Deduction' button.

Figure 2: Voluntary Deductions page, Edit button

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

