**Paycheck Activities - Adding Voluntary Deductions**

**Objective**

The purpose of this tutorial outlines the basic steps to view and manage voluntary deductions information. You will learn how to change, add, and view a list of current voluntary deductions.

**Navigation**

myFSU Portal > Faculty & Staff > HR > Main Menu > Self Service > Payroll and Compensation > Voluntary Deductions

![OMNI Human Resources](omni-human-resources.png)

**Voluntary Deductions**

Suzy Seminole
Florida State University

<table>
<thead>
<tr>
<th>Voluntary Deductions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deduction Type</td>
</tr>
</tbody>
</table>

**Step 1**
To view your voluntary deduction information, navigate to OMNI HR and then click on the Main Menu. Click Self Service > Self Service > Payroll and Compensation > Voluntary Deductions.

**Step 2**
Click the Add Deduction button.

**Step 3**
Complete the add Voluntary Deduction form by filling in all required fields as shown below.

![Add Voluntary Deduction Form](add-voluntary-deduction-form.png)
Step 4
Click OK to acknowledge your voluntary deduction was saved successfully.

Voluntary Deductions
Save Confirmation

✓ The Save was successful.
However, due to timing, your change may not be reflected on the very next pay.

OK

Step 5
You may now edit your saved voluntary deductions or add another deduction.

Voluntary Deductions

Florida State University

<table>
<thead>
<tr>
<th>Deduction Type</th>
<th>Start Date</th>
<th>Stop Date</th>
<th>Status</th>
<th>Deduction</th>
<th>Goal Amount</th>
<th>Goal Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminole Boosters</td>
<td>12/31/2004</td>
<td>12/31/2005 Future</td>
<td>$200.00</td>
<td>1000.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Edit

Add Deduction