



## 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

The screenshot shows the myFSU OMNI Human Resources interface. At the top, there is a navigation breadcrumb: Favorites | Main Menu > Self Service > Payroll and Compensation > Voluntary Deductions. Below the breadcrumb, the page title is "Voluntary Deductions" and the user is identified as "Suzy Seminole, Florida State University". A message reads: "Review, add or update your voluntary deductions information." Below this is a table with the following columns: Deduction Type, Start Date, Stop Date, Status, Deduction, Goal Amount, and Goal Balance. The table is currently empty. Below the table is an "Add Deduction" button and a link "Return to Personal Information".

### 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.

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\*Type of Deduction:

\*Select whether Deduction is a Flat Amount or Percent:

\*Enter Amount or Percent to be deducted:

Take deduction until I reach this Goal Amount:

\*Enter Deduction Start Date:  (example: 12/31/2000)

Enter Deduction Stop Date:  (example: 12/31/2000)

Current Balance: 0.00

\* Required Field



**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**

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Voluntary Deductions						
<u>Deduction Type</u>	<u>Start Date</u>	<u>Stop Date</u>	<u>Status</u>	<u>Deduction</u>	<u>Goal Amount</u>	<u>Goal Balance</u>
Seminole Boosters	12/31/2004	12/31/2005	Future	\$200.00	1000.00	0.00

Edit

Add Deduction