Employee Self-Service Training – 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
Log onto OMNI through the my.fsu.edu portal. Click on the Human Resources drop down under MYFSU LINKS:

This will bring you to Employee Self Service. Click on the Payroll and Compensation tile:
Click on Voluntary Deductions and then the Add Deduction button:

Click on the magnifying glass next to Type of Deduction and choose the type of deduction:
Fill in all of the requested information and click Submit

The deduction is now set to begin.

To make any changes, click the Edit button.

To add another deduction click on Add Deduction.