



Employee Self-Service Training— Adding Voluntary Deductions

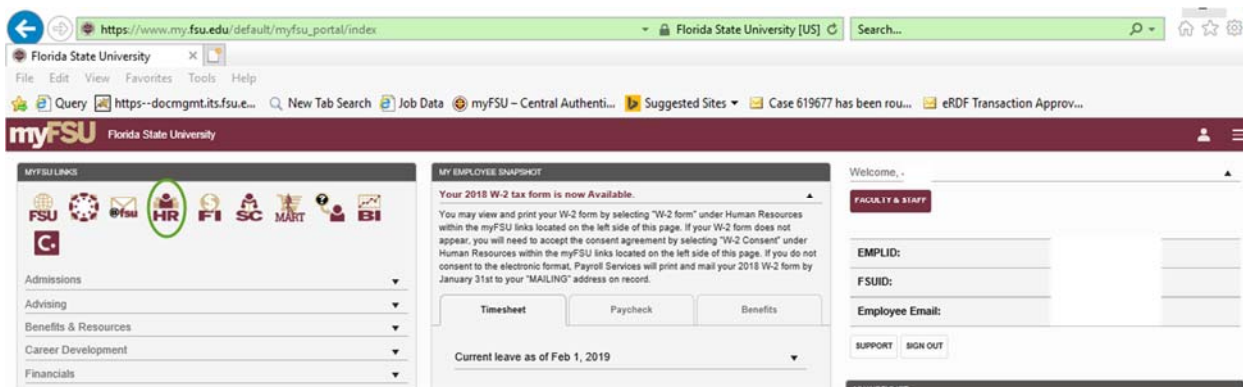
Objective

The purpose of this tutorial outlines the basic steps to view and manage voluntary deductions information.

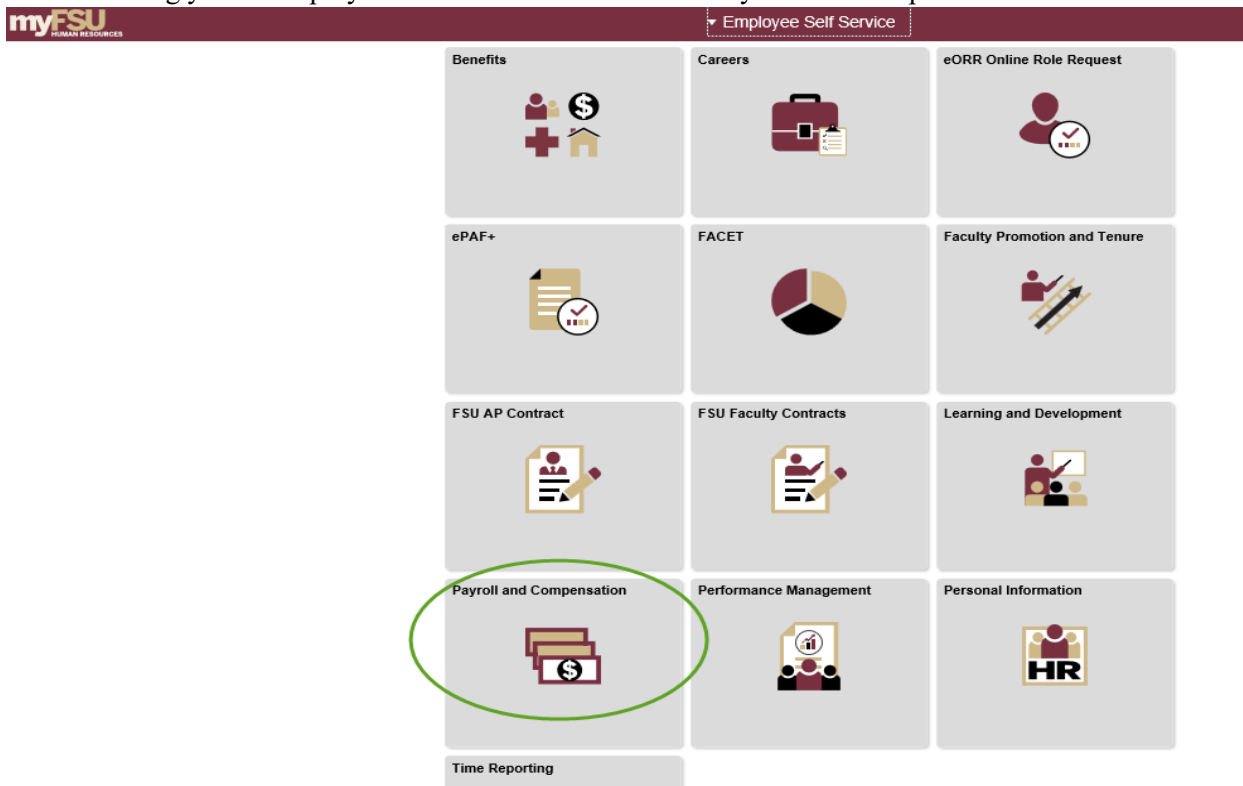
You will learn how to change, add, and view a list of current voluntary deductions.

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:

Employee Self Service | Payroll and Compensation

View Paycheck | W-4 Tax Information | W-2/W-2c Consent | View W-2/W-2c Forms | Compensation History | **Voluntary Deductions** | Direct Deposit

Voluntary Deductions
Judi Page
Florida State University

Review, add or update your voluntary deductions information.

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance

Add Deduction

Click on the magnifying glass next to Type of Deduction and choose the type of deduction:

Employee Self Service | Payroll and Compensation

View Paycheck | W-4 Tax Information | W-2/W-2c Consent | View W-2/W-2c Forms | Compensation History | **Voluntary Deductions** | Direct Deposit

Voluntary Deductions
Add Voluntary Deduction
Judi Page
Florida State University

*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

Submit

* Required Field
[Return to Voluntary Deductions](#)



Fill in all of the requested information and click Submit

Print | New Window | Help | Person

View Paycheck

W-4 Tax Information

Direct Deposit

W-2/W-2c Consent

View W-2/W-2c Forms

Compensation History

Voluntary Deductions

Voluntary Deductions

Add Voluntary Deduction

Florida State University

*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

[Return to Voluntary Deductions](#)

The deduction is now set to begin.

Print | New Window | Help | Person

View Paycheck

W-4 Tax Information

Direct Deposit

W-2/W-2c Consent

View W-2/W-2c Forms

Compensation History

Voluntary Deductions

Voluntary Deductions

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Review, add or update your voluntary deductions information.

Voluntary Deductions						
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance
United Way of the Big Bend	04/14/2018	12/13/2018	Currently	\$5.00		0.00

To make any changes, click the Edit button.

To add another deduction click on Add Deduction.