Employee Self-Service Training- Adding Voluntary Deductions

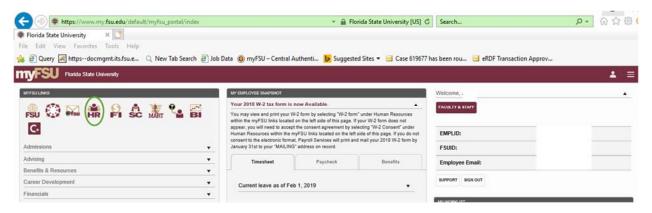
Objective

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

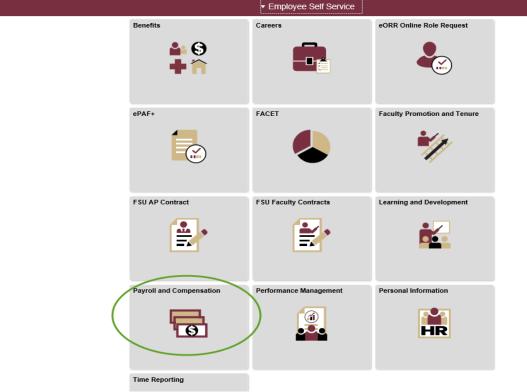
You will learn how to change, add, and view a list of current voluntary deductions.

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:

K Employee Self Service	Payroll and Compensation								
View Paycheck								Print	New Window
W-4 Tax Information	Voluntary Deduc	tions							
W-2/W-2c Consent	Florida State University								
View W-2/W-2c Forms	Review, add or update y	our voluntary ded	uctions informa	tion.					
Compensation History	Voluntary Deduction	s							
Voluntary Deductions	Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance		
Direct Deposit									

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

K Employee Self Service	Payroll and Compensation	4
📷 View Paycheck	Veleter Dedetion	Print New Window F
Tax Information	Voluntary Deductions Add Voluntary Deduction	
📔 W-2/W-2c Consent	Judi Page Florida State University	
View W-2/W-2c Forms	*Type of Deduction	
Compensation History	*Select whether Deduction is a Flat Amount or Percent	
Voluntary Deductions	*Enter Amount or Percent to be deducted	
Direct Deposit	Take deduction until I reach this Goal Amount	
Direct Deposit	*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

📷 View Paycheck	Voluntary Deductions	Print New Window Help Perso
W-4 Tax Information	Add Voluntary Deduction	
Direct Deposit	Florida State University	
W-2/W-2c Consent	*Type of Deduction United Way of the Big Bend	Q
View W-2/W-2c Forms	*Select whether Deduction is a Flat Amount or Percent Amount *Enter Amount or Percent to be deducted (5.00	
Compensation History	Take deduction until I reach this Goal Amount	
Voluntary Deductions	*Enter Deduction Start Date 07/06/18 (example: 12/3 Enter Deduction Stop Date 12/13/18 × 10 (example: 12/3	
	Current Balance 0.00	
	Submit	
	* Required Field Return to Voluntary Deductions	

The deduction is now set to begin.

📷 View Paycheck							F	Print New Window Help	lp P
W-4 Tax Information	Voluntary Dedu	ctions							
Direct Deposit	Florida State University								
W-2/W-2c Consent	Review, add or update y	our voluntary	deductions in	nformation.					
	Voluntary Deductions								
View W-2/W-2c Forms	Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance		
Compensation History	United Way of the Big Bend	04/14/2018	12/13/2018	Currently	\$5.00		0.00	Edit	
Voluntary Deductions	Add Deduction								
Voluntary Deductions	Add Deduction								

To make any changes, click the Edit button.

To add another deduction click on Add Deduction.