



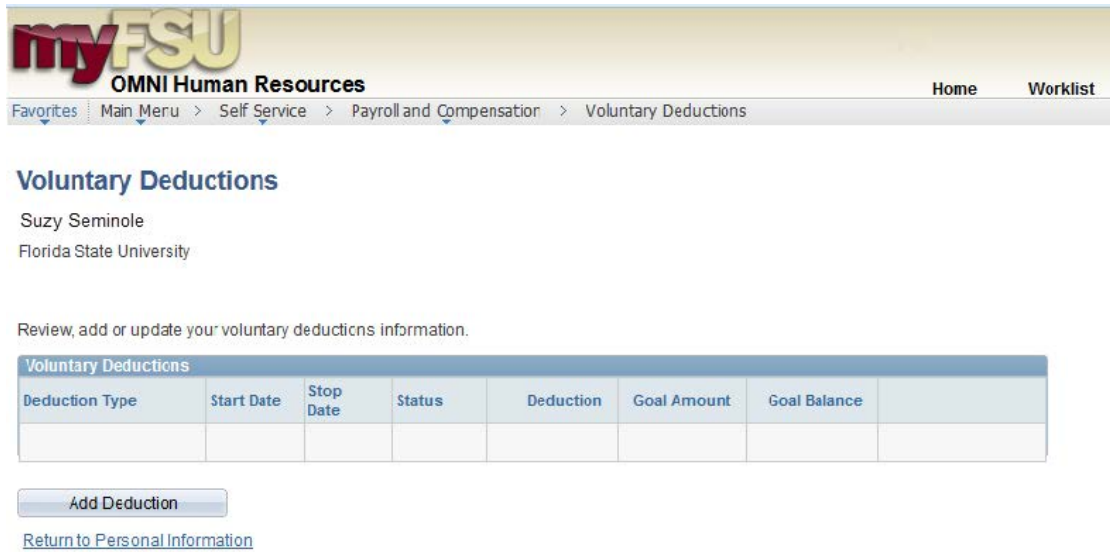
Paycheck Activities - Voluntary Deductions

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



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

Florida State University

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