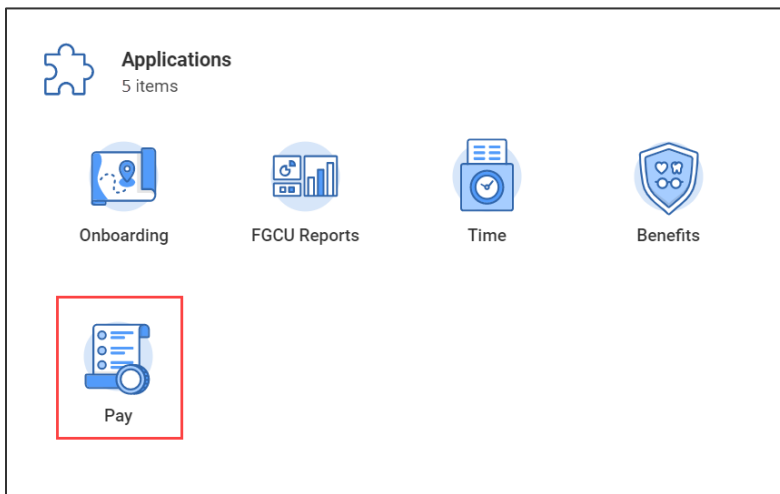


## Self Service Pay - Voluntary Deductions

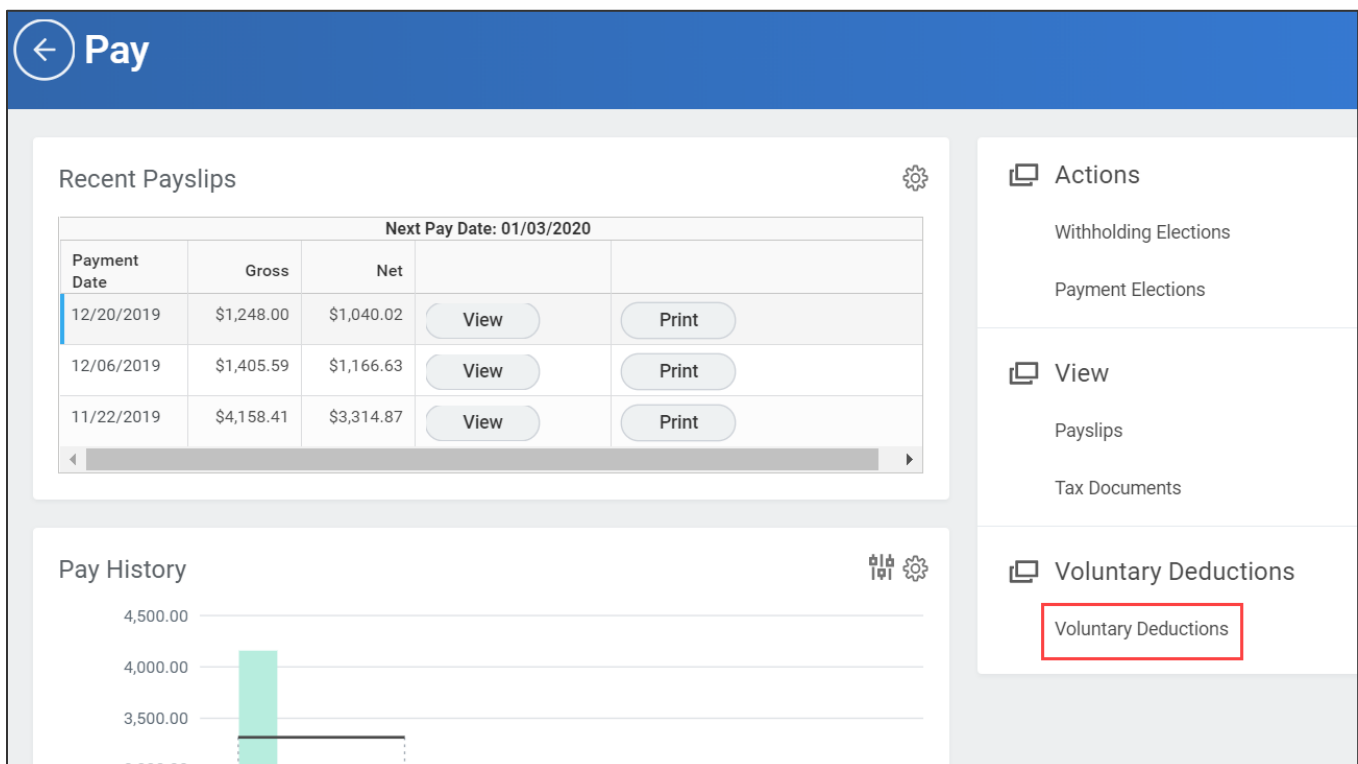
### ADD NEW VOLUNTARY DEDUCTION

Use **Voluntary Deductions** to set up automatic payroll deductions for applicable charitable donations, campus services (as available), etc.

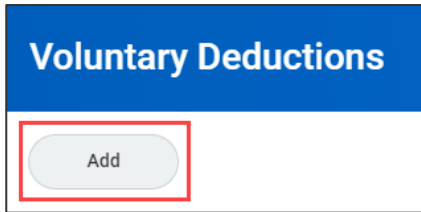
1. On the **Workday Home Page**, click the **Pay** application



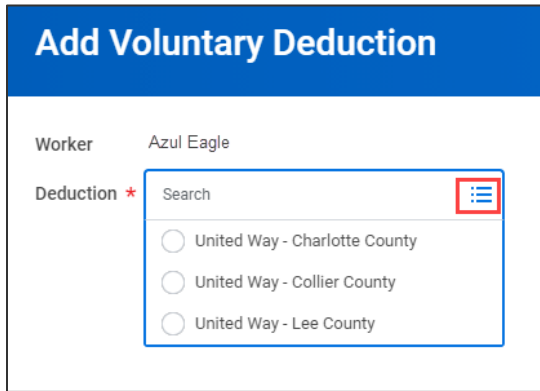
2. Select **Voluntary Deductions**



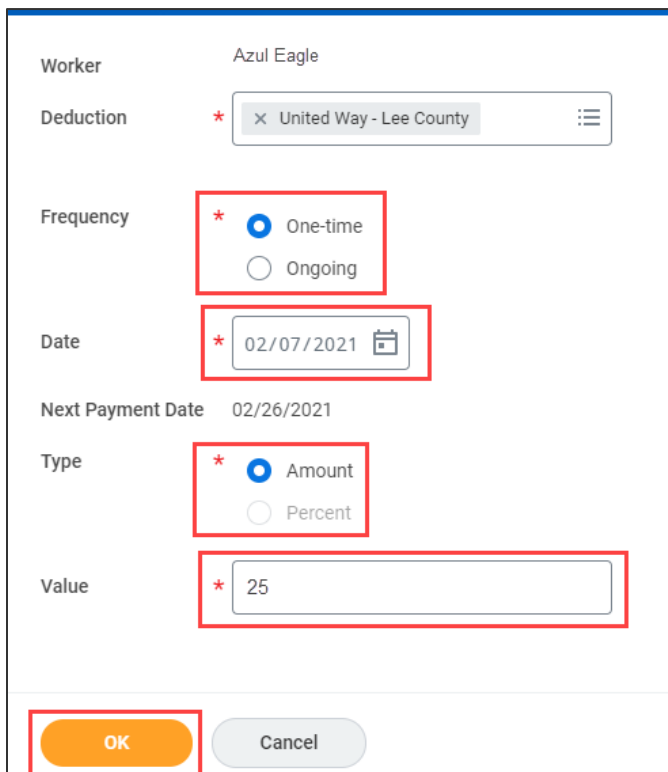
3. Click the **Add** button to add a deduction **\*NOTE:** *To end an existing deduction and add a new one, see **End Voluntary Deductions** section below*



4. Select the appropriate deduction from the menu



5. Enter required information indicated by a red asterisk, then click **OK**. **\*NOTE:** *If **Ongoing** is selected as the **Frequency**, an option to add an **End Date** will display*



6. Click **Done** to save the deduction

### Voluntary Deduction

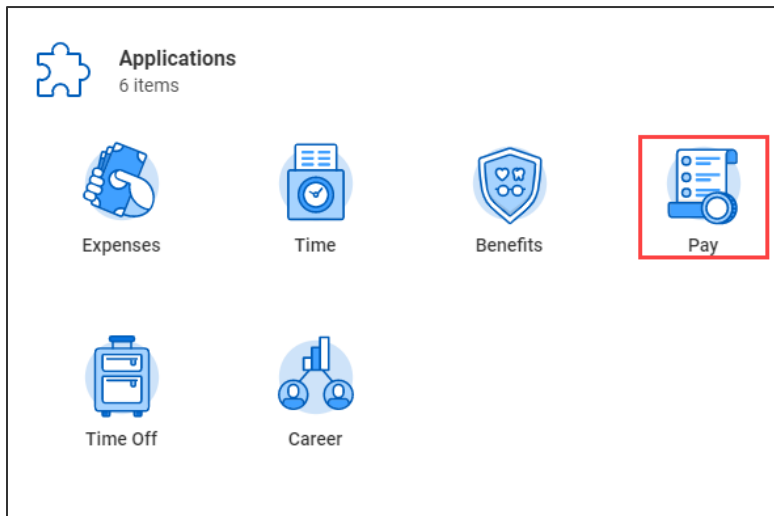
|                   |                         |
|-------------------|-------------------------|
| Worker            | Jerry Seinfeld          |
| Deduction         | United Way - Lee County |
| Frequency         | One-time                |
| Start Date        | 05/03/2020              |
| End Date          | 05/03/2020              |
| Next Payment Date | 05/22/2020              |
| Type              | Amount                  |
| Value             | 20                      |

**Done**


## EDIT A VOLUNTARY DEDUCTION

Existing deduction amounts can only be changed prior to the first time they are processed in a payroll; for changes following payroll processing, see **End a Voluntary Deduction** section below.


1. On the **Workday Home Page**, click the **Pay** application




2. Select **Voluntary Deductions**

 Actions

- Withholding Elections
- Payment Elections

 View

- Payslips
- Tax Documents

 Voluntary Deductions

- Voluntary Deductions**

3. Click the **Edit** button **\*NOTE:** If the **Delete** option is not visible, the deduction has already been processed in a payroll run; to make changes, see **End a Voluntary Deduction** section below

| Voluntary Deductions    |            |            |           |            |       |                   |                       |
|-------------------------|------------|------------|-----------|------------|-------|-------------------|-----------------------|
| Add                     |            |            |           |            |       |                   |                       |
| 1 item                  |            |            |           |            |       |                   |                       |
| Deduction               | Start Date | End Date   | Frequency | Input Type | Value | Next Payment Date |                       |
| United Way - Lee County | 02/07/2021 | 02/07/2021 | One-time  | Amount     | 25    | 02/26/2021        | <b>Edit</b><br>Delete |

4. Make any necessary changes to the deduction details, click **OK** **\*NOTE:** The deduction itself cannot be edited

Worker Azul Eagle

Deduction \*

Frequency \*  One-time  Ongoing

Date \*

Next Payment Date 02/26/2021

Type \*  Amount  Percent

Value \*

**OK** Cancel

5. Click **Done** \*NOTE: The ended deduction will appear in your **Voluntary Deductions** list until the end date has been reached.

| Voluntary Deduction |                            |
|---------------------|----------------------------|
| Worker              | <a href="#">Azul Eagle</a> |
| Deduction           | United Way - Lee County    |
| Frequency           | One-time                   |
| Start Date          | 02/07/2021                 |
| End Date            | 02/07/2021                 |
| Next Payment Date   | 02/26/2021                 |
| Type                | Amount                     |
| Value               | 50                         |

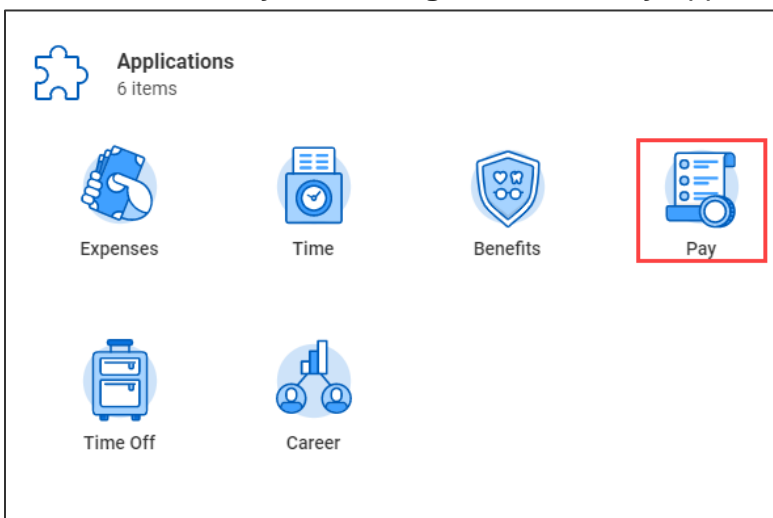
[Done](#)

## END A VOLUNTARY DEDUCTION


Deductions can be deleted *prior to payroll processing* by following **Steps 1-2** in the **Edit a Voluntary Deduction** section above, and selecting the **Delete** button.

If changes to an existing deduction are necessary after payroll processing, the deduction must be ended and a new one created.

1. On the **Workday Home Page**, click the **Pay** application




2. Select **Voluntary Deductions**

 Actions


- Withholding Elections
- Payment Elections

---

 View

- Payslips
- Tax Documents

---

 Voluntary Deductions

- Voluntary Deductions**

3. Select the deduction you wish to end and click the **Edit** button

| Voluntary Deductions               |            |          |           |            |       |                                     |
|------------------------------------|------------|----------|-----------|------------|-------|-------------------------------------|
| <input type="button" value="Add"/> |            |          |           |            |       |                                     |
| 1 item                             |            |          |           |            |       |                                     |
| Deduction                          | Start Date | End Date | Frequency | Input Type | Value | Next Payment Date                   |
| United Way - Lee County            | 06/28/2020 |          | Ongoing   | Amount     | 1     | 02/12/2021                          |
|                                    |            |          |           |            |       | <input type="button" value="Edit"/> |

4. In the **End Date** field, enter the date you want the deduction to end, or click the calendar icon to select the date. **\*NOTE:** *Date entered must be later than the next scheduled payroll run.*

### Edit Voluntary Deduction


Worker Azul Eagle

Deduction \* United Way - Lee County

Frequency  One-time  Ongoing

Pay Cycle Frequency Biweekly

Start Date 06/28/2020

End Date  

Next Payment Date 02/12/2021

Type  Amount  Percent

Value 1

## 5. Click **OK**

### Edit Voluntary Deduction


Worker Azul Eagle

Deduction \* United Way - Lee County

Frequency  One-time  Ongoing

Pay Cycle Frequency Biweekly

Start Date 06/28/2020

End Date  

Next Payment Date 02/12/2021

Type  Amount  Percent

Value 1

## 6. Click **Done**

### Voluntary Deduction

Worker Azul Eagle

Deduction United Way - Lee County

Frequency Ongoing

Start Date 06/28/2020

End Date 02/08/2021

Next Payment Date 02/12/2021

Type Amount

Value 1

You may now add a new voluntary deduction (see **Add New Voluntary Deduction** section above)