Department	Finance
Responsibility/Role	
File Name	Voluntary Deductions.doc
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Voluntary Deductions
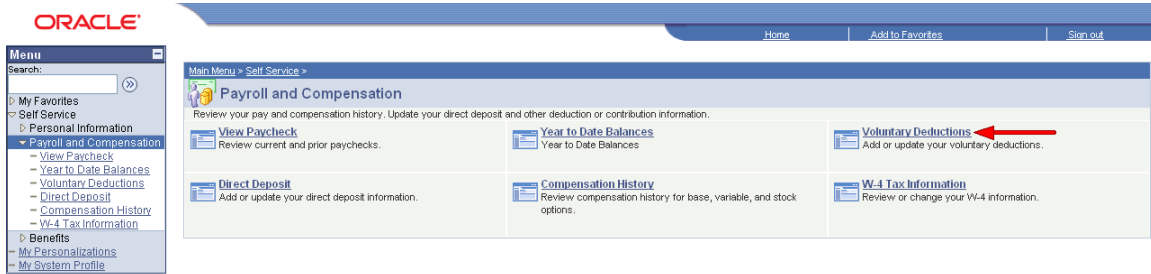
Step	Action
1.	Click the **Self Service** link. ▷ Self Service
2.	Click the **Payroll and Compensation** link. ▷ Payroll and Compensation
3.	Click the **Voluntary Deductions** link. — Voluntary Deductions

Step	Action
4.	Click the **Add Deduction** button. Add Deduction

Step	Action
5.	Click the Look up Type of Deduction graphic. 🔍

Step	Action
6.	Click the **Type of Deduction** for which you would like to volunteer. Example: CCC Foundation - Charity

Step	Action
7.	From the **Select whether Deduction is a Flat Amount or Percent** dropdown select Amount or % of Total Gross Example **'Select whether Deduction is a Flat Amount or Percent:** % of Total Gross
8.	In the **Enter Amount or Percent to be deducted** field enter the value to be deducted. Example **'Enter Amount or Percent to be deducted:** 2
9.	In the **Take deduction until I reach this Goal Amount** field enter the total amount of the deduction. **Note: If you would like your deduction to continue indefinitely, please leave Goal Amount blank.** Example **Take deduction until I reach this Goal Amount:** 500
10.	In the **Enter Deduction Start Date** field enter the date you want the deduction to start. Example **'Enter Deduction Start Date:** 02/01/2010
11.	If you chose to select when your deduction will end: In the **Enter Deduction Stop Date** field select the date you want the deduction to stop. **Note: If you would like your deduction to continue indefinitely, please leave Stop Date blank.** Example **Enter Deduction Stop Date:** 02/01/2011

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Step	Action
12.	After the completion of the fields, click the **Save** button.
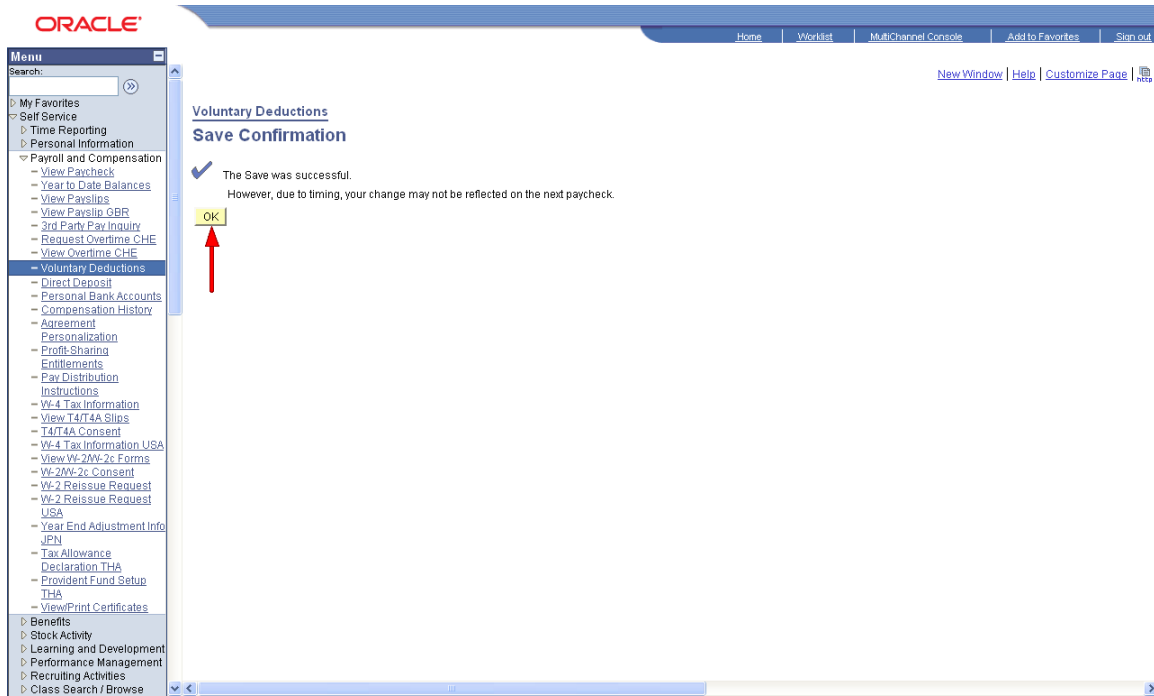
Step	Action
13.	†After saving, the Save Confirmation page is displayed, click the **OK** button. **OK** **Note: If the "OK" button is not selected, your Voluntary Deduction will not be saved.**

†Addition, Edit, or Cancelation of deductions may not take effect until the next pay-period.

Step	Action
14.	To make any edits or adjustments, click the **Edit** button.

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Education that Works

Step	Action
15.	††Make an edit to one of the editable fields. Example: **Take deduction until I reach this Goal Amount:** 750.00
16.	After the editing the field(s), click the **Save** button. 🖫 Save

††Only the following four fields are editable: 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 Stop Date

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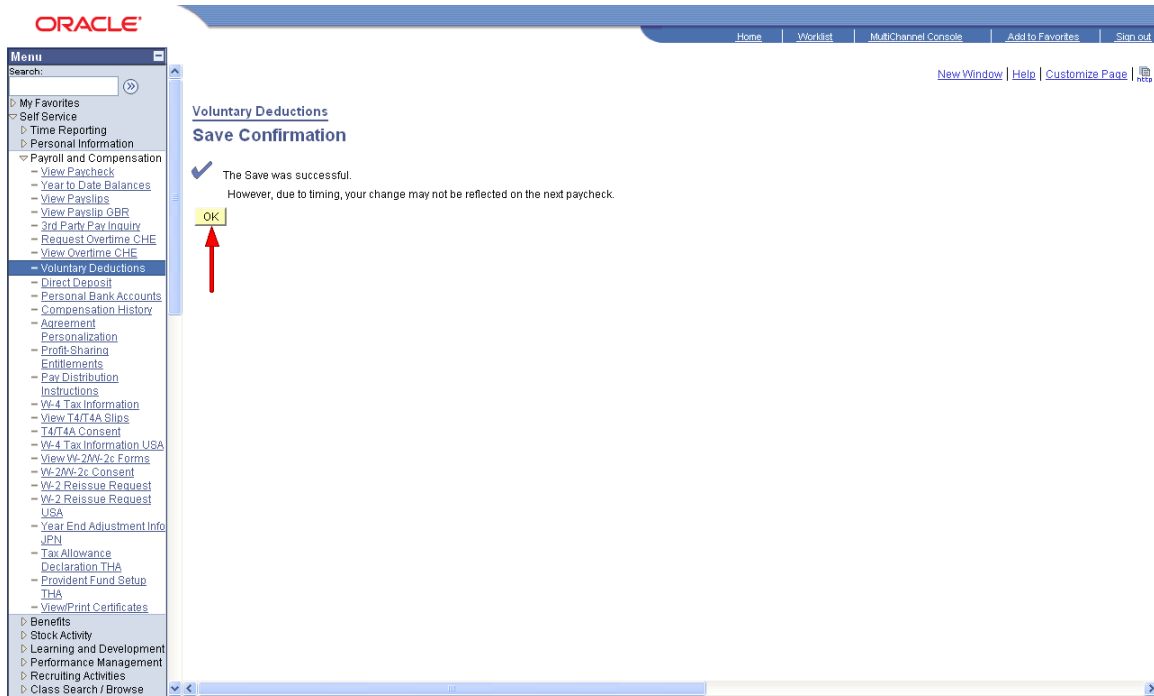
Step	Action
17.	†After saving, the Save Confirmation page is displayed, click the **OK** button. ![OK] **Note: If the "OK" button is not selected, your Voluntary Deduction will not be saved.**

†Addition or Edit of deductions may not take effect until the next pay-period.

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Menu

Search:

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    – W-4 Tax Information USA
    – View W-2/W-2c Forms
    – W-2/W-2c Consent
    – W-2 Reissue Request
    – W-2 Reissue Request
      USA
    – Year End Adjustment Info
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      Declaration THA
    – Provident Fund Setup
      THA
    – View/Print Certificates
  ▷ Benefits
  ▷ Stock Activity
  ▷ Learning and Development
  ▷ Performance Management
  ▷ Recruiting Activities
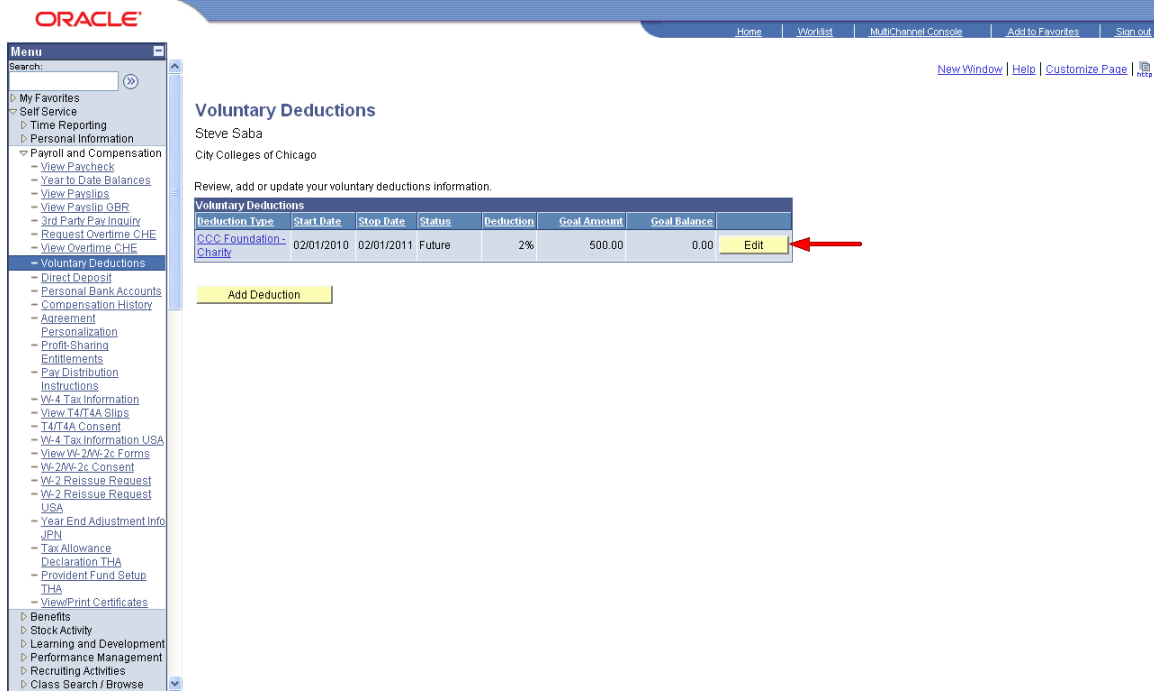 ▷ Class Search / Browse

Voluntary Deductions

Steve Saba

City Colleges of Chicago

Review, add or update your voluntary deductions information.

Voluntary Deductions

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
CCC Foundation - Charity	02/01/2010	02/01/2011	Future	2%	750.00	0.00	Edit

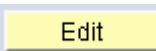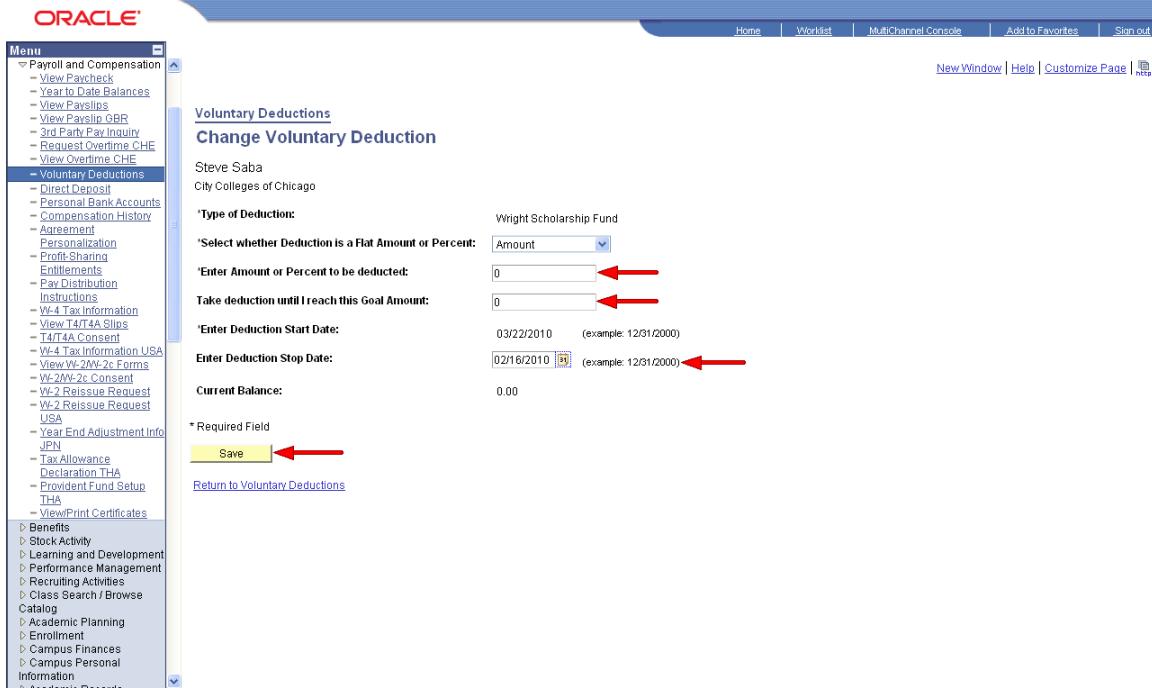Add Deduction

Step	Action
18.	Verify any/all edits or adjusted made are reflected on the Voluntary Deductions page.

Step	Action
19.	To cancel or stop your deduction, click the **Edit** button.

CITY COLLEGES of CHICAGO
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Step	Action
20.	In the **Enter Amount or Percent to be deducted** field enter a value of one penny (0.01) to stop the deduction. Example 'Enter Amount or Percent to be deducted: `0.01`
21.	In the **Take deduction until I reach this Goal Amount** field enter a value of zero to stop the deduction. Example Take deduction until I reach this Goal Amount: `0`
22.	In the **Enter Deduction Stop Date** field select the date you want the deduction to stop. Example Enter Deduction Stop Date: `02/16/2010`
23.	After the completion of the fields, click the **Save** button. Save
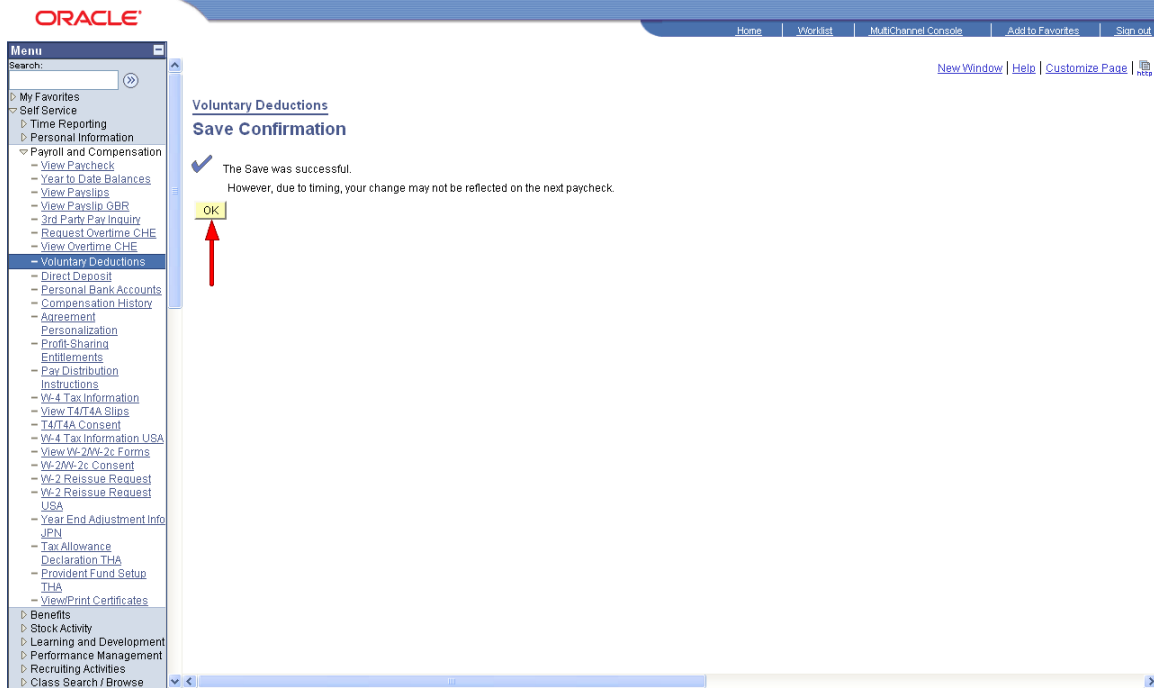
Step	Action
24.	†After saving, the Save Confirmation page is displayed, click the **OK** button. ![OK button] **Note: If the "OK" button is not selected, your Voluntary Deduction will not be saved.**

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