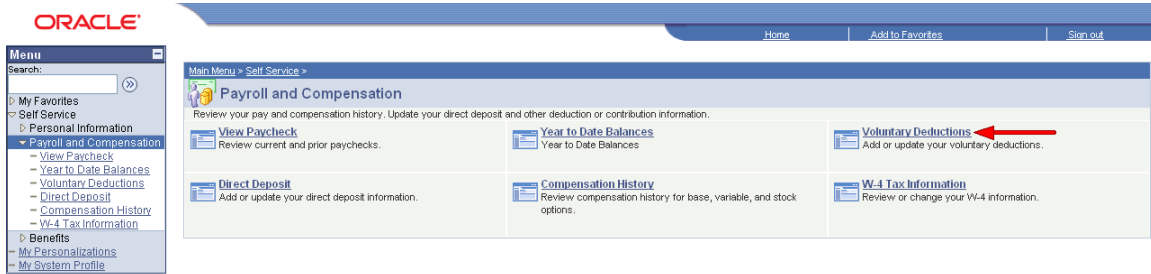


Department	Finance
Responsibility/Role	
File Name	Voluntary Deductions.doc
Revision	04
Document Generation Date	01/28/2010
Date Modified	12/07/2015
Last Changed by	Kathy Mazur
Status	Final

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

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Voluntary Deductions
Steve Saba
City Colleges of Chicago

Review, add or update your voluntary deductions information.

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

Add Deduction

[Return to Payroll and Compensation](#)

Step	Action
4.	Click the Add Deduction button. 

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Voluntary Deductions

Add Voluntary Deduction

Steve Saba
City Colleges of Chicago

*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](#)

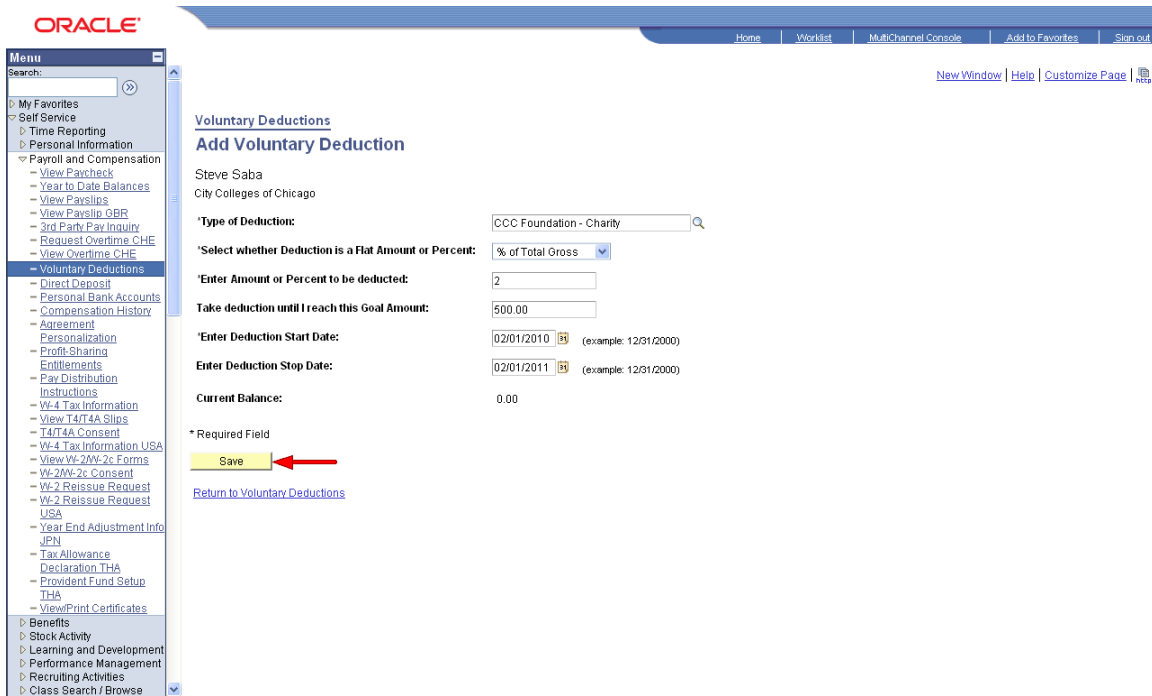
Step	Action
5.	Click the Look up Type of Deduction graphic.

The screenshot shows the Oracle HR system interface. On the left is a navigation menu with categories like 'Mr Favorites', 'Self Service', 'Time Reporting', 'Personal Information', 'Payroll and Compensation', and 'Voluntary Deductions'. The 'Voluntary Deductions' menu is expanded, showing options such as 'Direct Deposit', 'Personal Bank Accounts', 'Compensation History', 'Agreement', 'Personalization', 'Profit-Sharing', 'Entitlements', 'Pay Distribution', 'Instructions', 'W-4 Tax Information', 'View T4/T4A Slips', 'T4/T4A Consent', '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', 'JPAI', 'Tax Allowance', 'Declaration THA', 'Provident Fund Setup', 'THA', and 'View/Print Certificates'. The 'W-4 Tax Information' option is selected, leading to a 'Look Up *Type of Deduction:' screen. This screen has a 'Cancel' button and a 'Search Results' table. The table lists various deduction options, with 'CCC Foundation - Charity' highlighted by a red arrow. Other options include 'WYCC - 20 Fund', 'Kennedy King Scholarship Fund', 'Daley College Scholarship Fund', 'Malcolm X Scholarship Fund', 'Harold Washington Scholarship', 'Wright Scholarship Fund', 'Olive-Harvey Scholarship Fund', and 'Truman Scholarship Fund'.

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


Note: If you would like your deduction to continue indefinitely, please leave the Goal Amount and the Stop Date fields blank. You may still go back and end your deduction at any given time using the edit function.

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: <input type="text" value="% 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: <input type="text" value="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: <input type="text" value="500"/>
10.	In the Enter Deduction Start Date field enter the date you want the deduction to start. Example *Enter Deduction Start Date: <input type="text" value="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: <input type="text" value="02/01/2011"/>



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Voluntary Deductions

Add Voluntary Deduction

Steve Saba
City Colleges of Chicago

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)

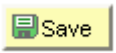
Enter Deduction Stop Date: (example: 12/31/2000)

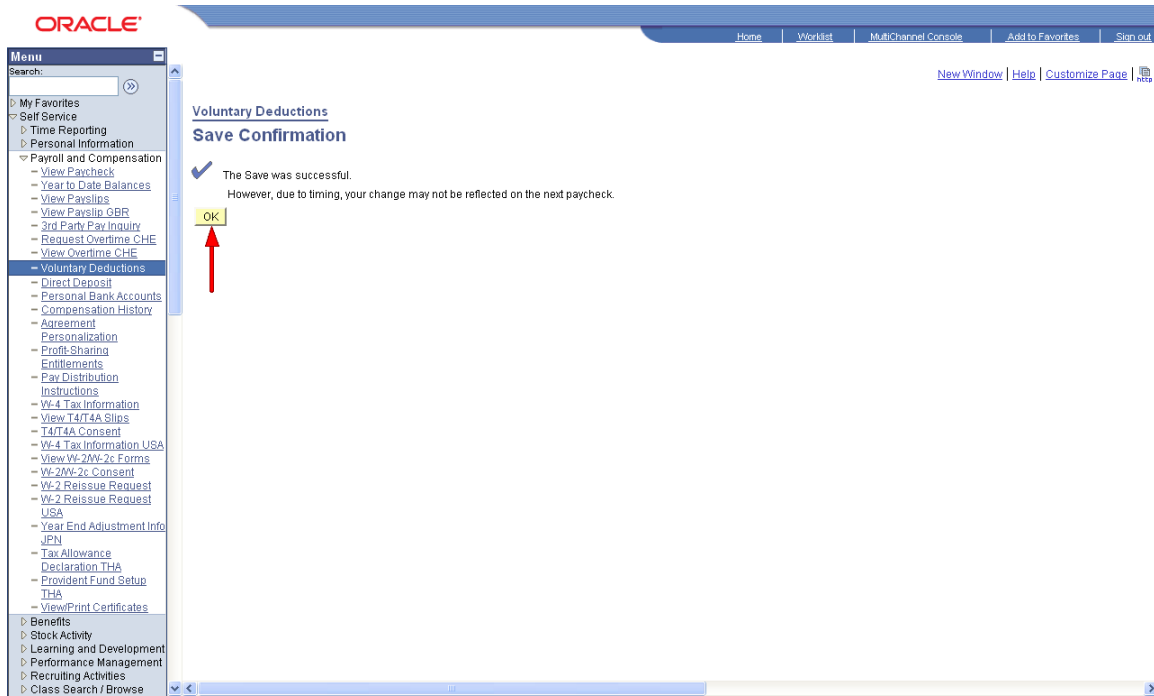
Current Balance: 0.00


* Required Field

Save 

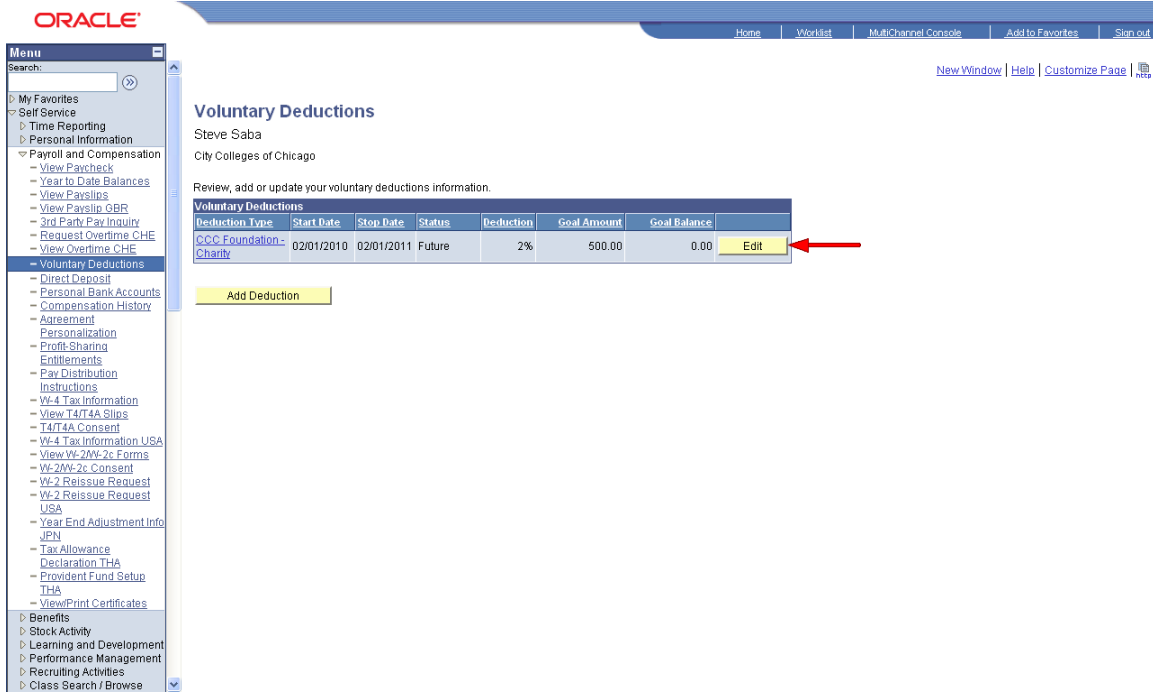
[Return to Voluntary Deductions](#)

Step	Action
12.	After the completion of the fields, click the Save button. 




Step	Action
13.	<p>† After saving, the Save Confirmation page is displayed, click the OK button.</p> <p></p> <p>Note: If the “OK” button is not selected, your Voluntary Deduction will not be saved.</p>

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



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Voluntary Deductions

Steve Saba
City Colleges of Chicago

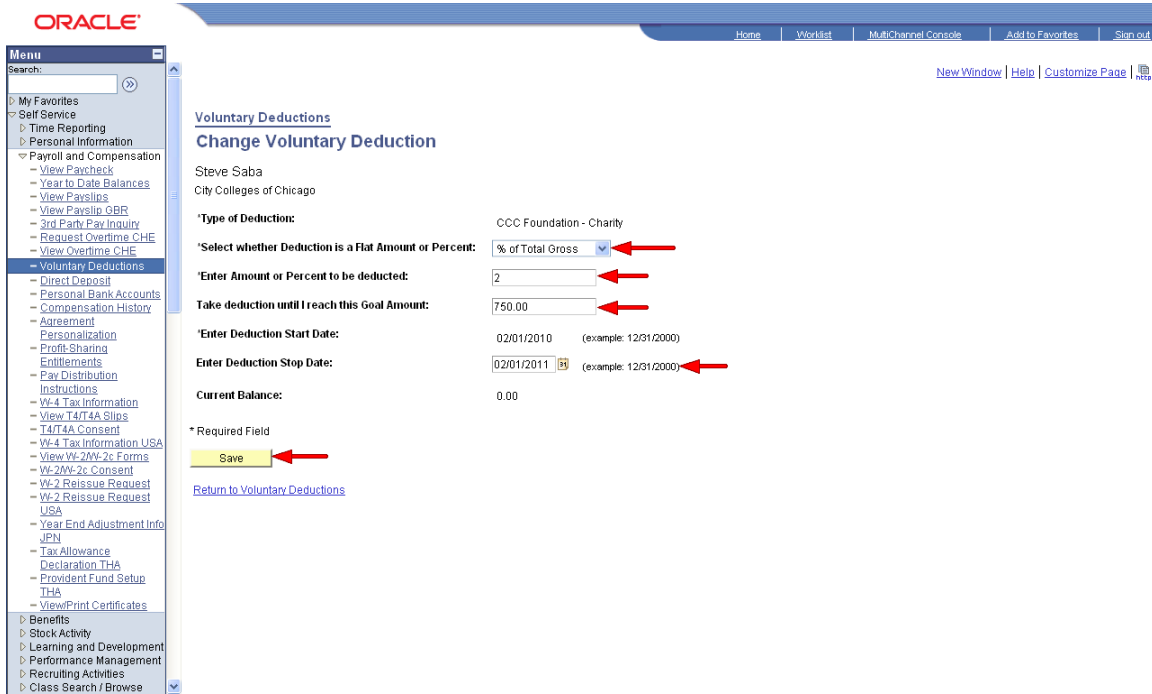
Review, add or update your voluntary deductions information.

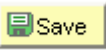
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
CCC Foundation-Charity	02/01/2010	02/01/2011	Future	2%	500.00	0.00	Edit

Add Deduction

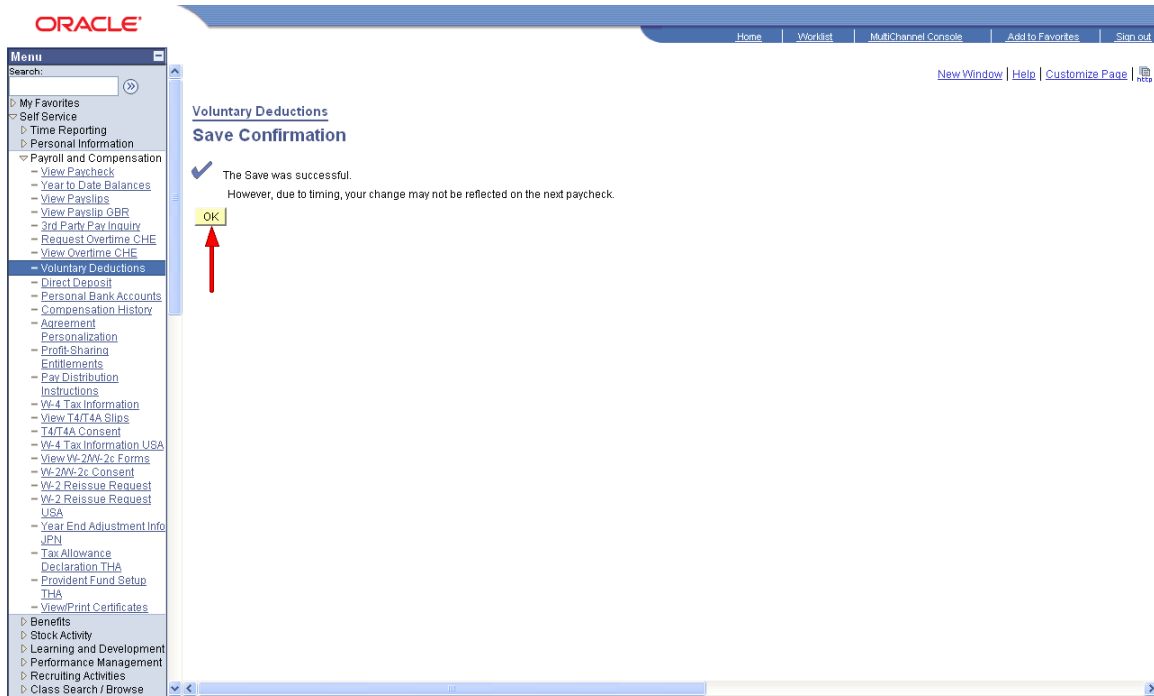
Step	Action
14.	To make any edits or adjustments, click the Edit button.


Edit



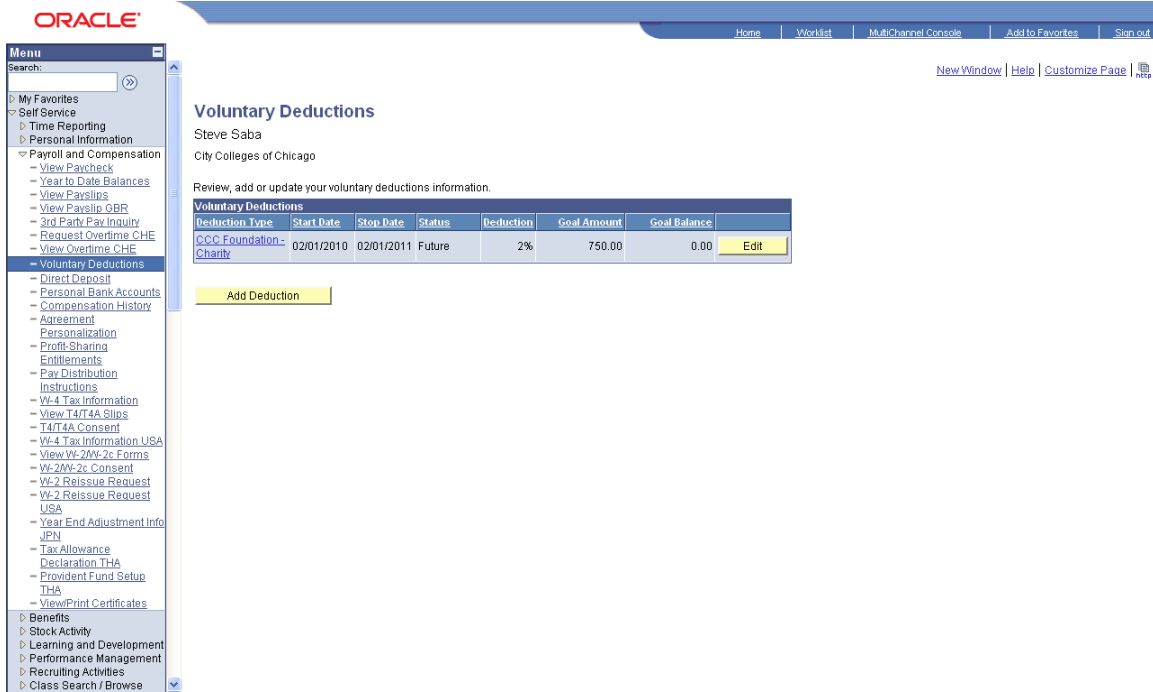
Step	Action
15.	<p>††Make an edit to one of the editable fields. Example:</p> <p>Take deduction until I reach this Goal Amount: <input type="text" value="750.00"/></p>
16.	<p>After the editing the field(s), click the Save button.</p> <p></p>

††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




Step	Action
17.	<p>† After saving, the Save Confirmation page is displayed, click the OK button.</p> <p></p> <p>Note: If the “OK” button is not selected, your Voluntary Deduction will not be saved.</p>

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



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Voluntary Deductions

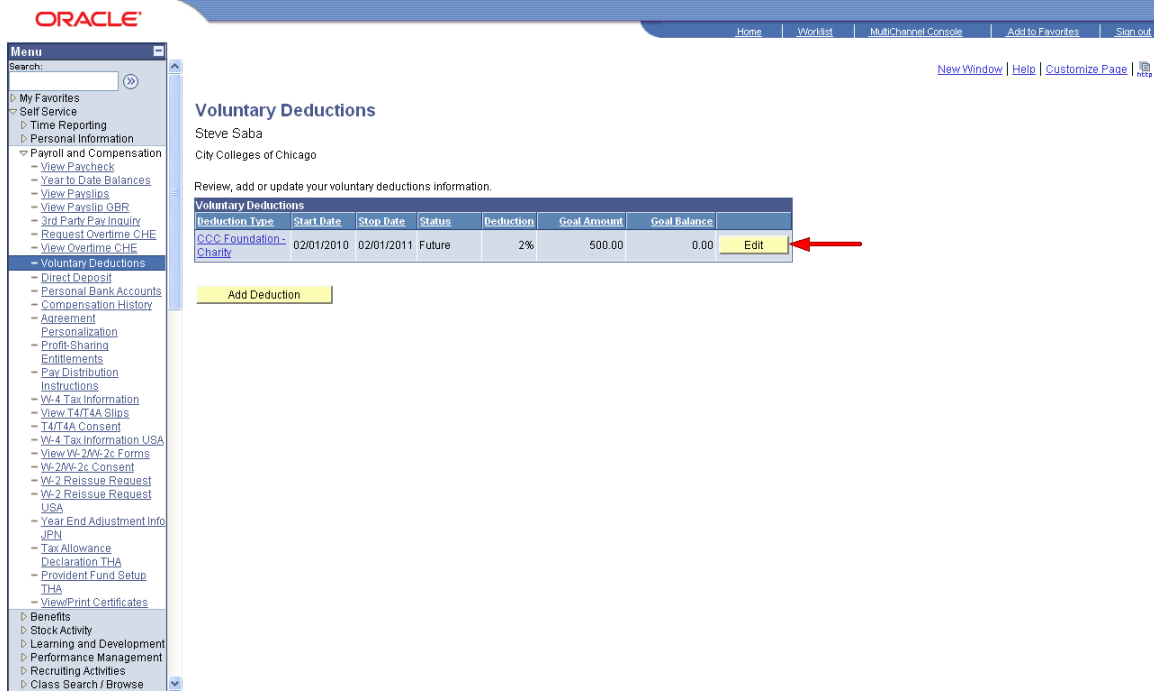
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City Colleges of Chicago

Review, add or update your voluntary deductions information.

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.



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Voluntary Deductions

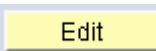
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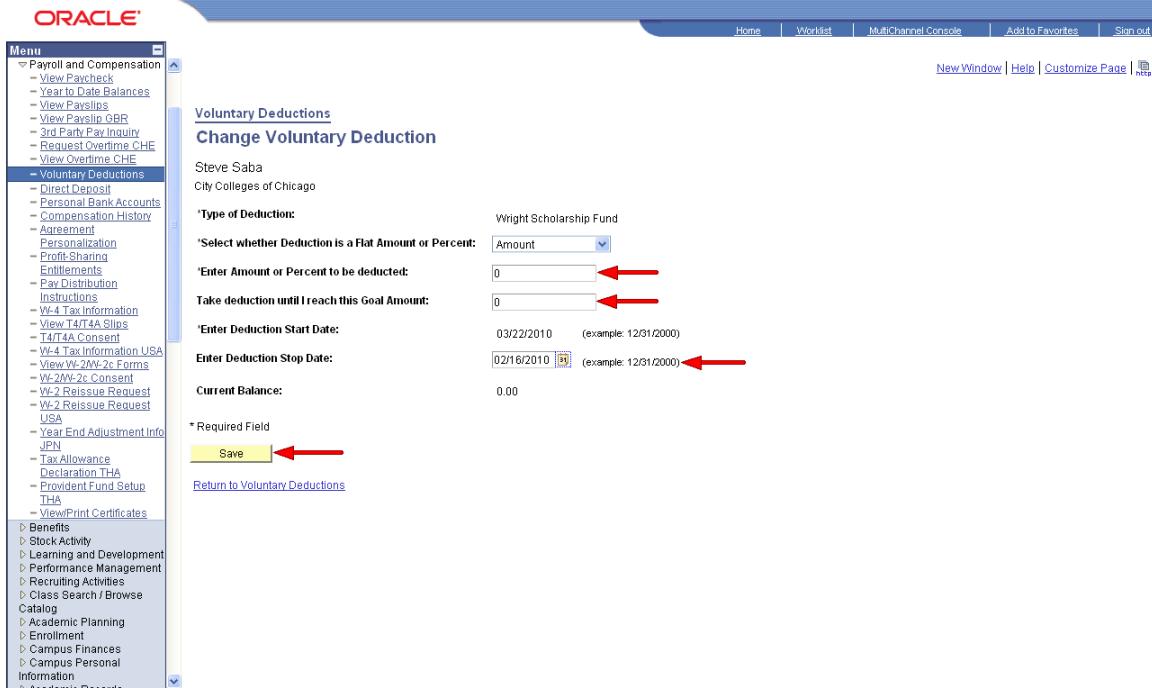
Review, add or update your voluntary deductions information.

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
CCC Foundation-Charity	02/01/2010	02/01/2011	Future	2%	500.00	0.00	Edit

[Add Deduction](#)


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





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Voluntary Deductions

Change Voluntary Deduction

Steve Saba
City Colleges of Chicago

*Type of Deduction: Wright Scholarship Fund

*Select whether Deduction is a Flat Amount or Percent: Amount

*Enter Amount or Percent to be deducted: 0

Take deduction until I reach this Goal Amount: 0

*Enter Deduction Start Date: 03/22/2010 (example: 12/31/2000)


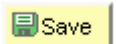
Enter Deduction Stop Date: 02/16/2010 (example: 12/31/2000)

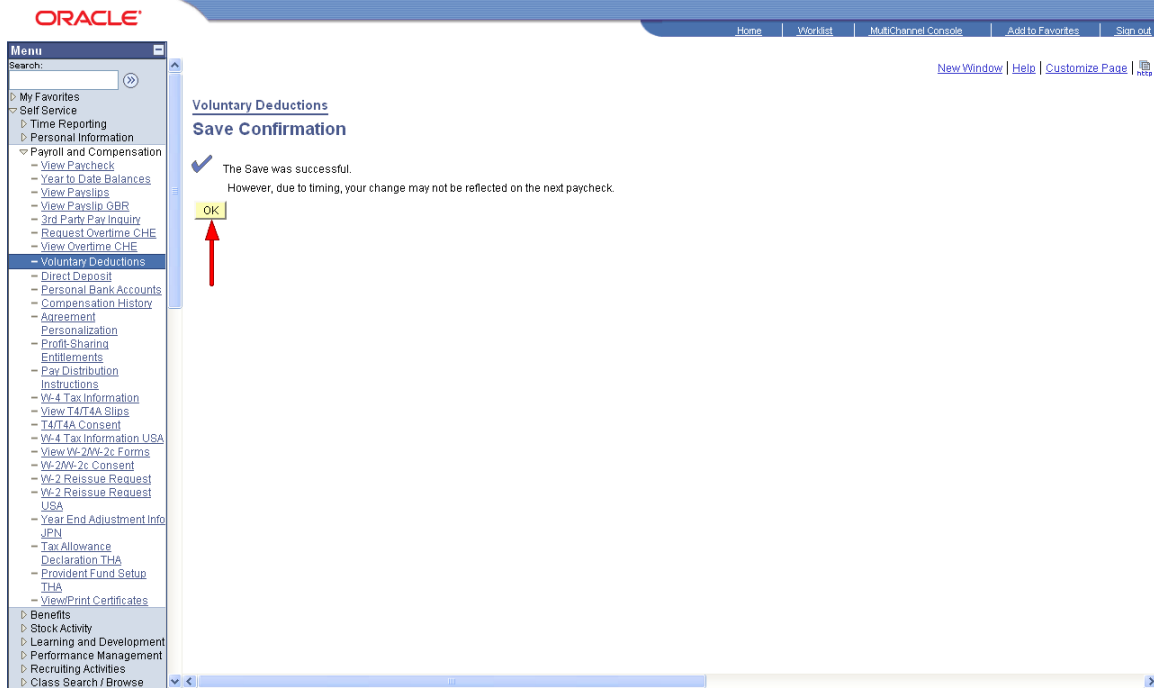
Current Balance: 0.00


* Required Field

Save

[Return to Voluntary Deductions](#)

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: <input type="text" value="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: <input type="text" value="0"/>
22.	In the Enter Deduction Stop Date field select the date you want the deduction to stop. Example Enter Deduction Stop Date: <input type="text" value="02/16/2010"/> 
23.	After the completion of the fields, click the Save button. 



Step	Action
24.	<p>† After saving, the Save Confirmation page is displayed, click the OK button.</p> <p></p> <p>Note: If the “OK” button is not selected, your Voluntary Deduction will not be saved.</p>

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