Voluntary Payroll Deductions

Overview

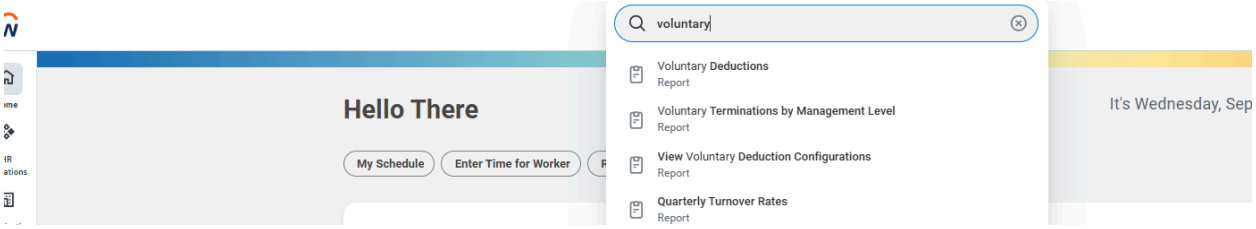
This job aid will cover how to elect voluntary payroll deductions. Any employee can initiate this process, but it is not mandatory. Deductions that can be entered through this process are:

- *Custom Cash*
- *St. Joseph Church Deduction*
- *Employee Payment*
- *100% of Pay Towards Tuition (Students only)*
- *75% of Pay Towards Tuition (Students only)*
- *50% of Pay Towards Tuition (Students only)*
- *25% of Pay Towards Tuition (Students only)*

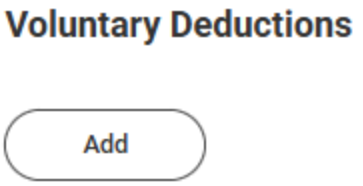
Electing Voluntary Payroll Deductions

Security Role(s): Employee as Self

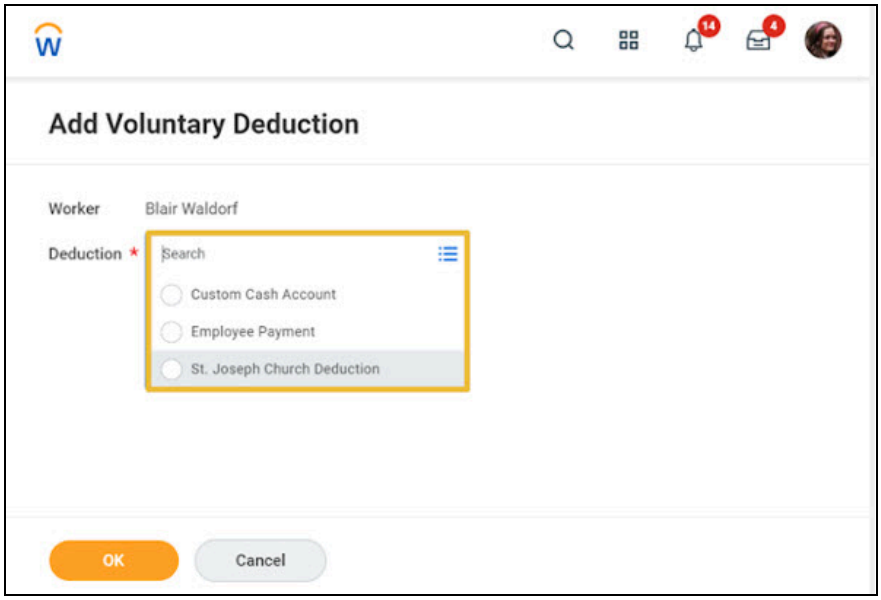
1. From the Workday landing page, navigate to the search bar, and enter **Voluntary Deductions**.



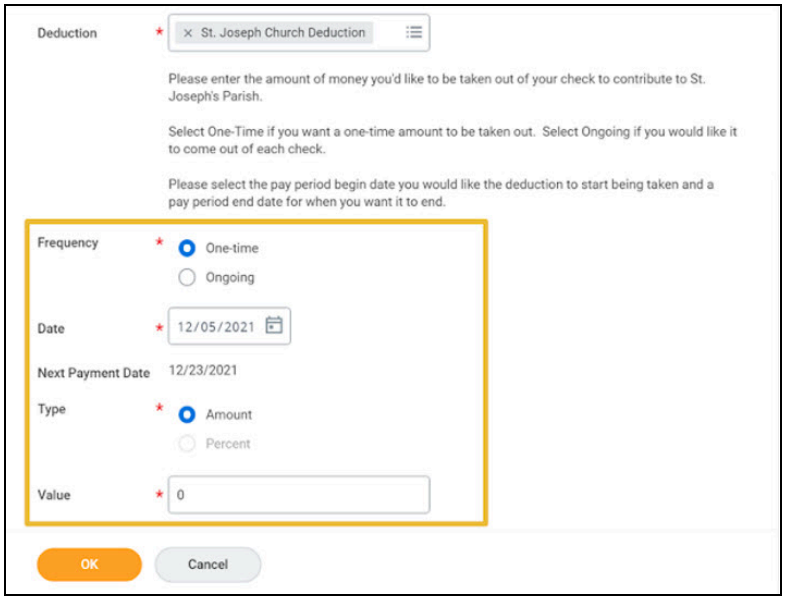
2. Select **Add**.



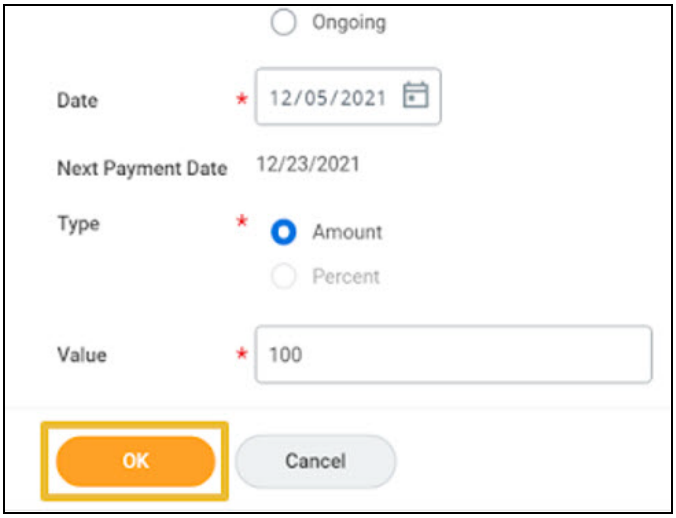
3. From the drop-down menu next to **Deduction**, select the appropriate voluntary deduction for which you would like to contribute to.



4. Enter the required information (marked by a red asterisk) including:
    a. **Frequency:** You may choose either a one-time payment or ongoing payment which will be deducted each pay period (biweekly).
    b. **Date:** You may choose the date for the one-time deduction, or you may choose a start and end date for an ongoing deduction.
    Note: *An end date is optional for an ongoing deduction*
    c. **Payment Type:** This may be based on a specific amount or a percentage of your pay.
    d. **Value:** This is the numeric amount or percentage of your deduction.



5. When you are finished inputting your elections, select **OK**.



6. Select **Done** on the following confirmation page to complete the process.

