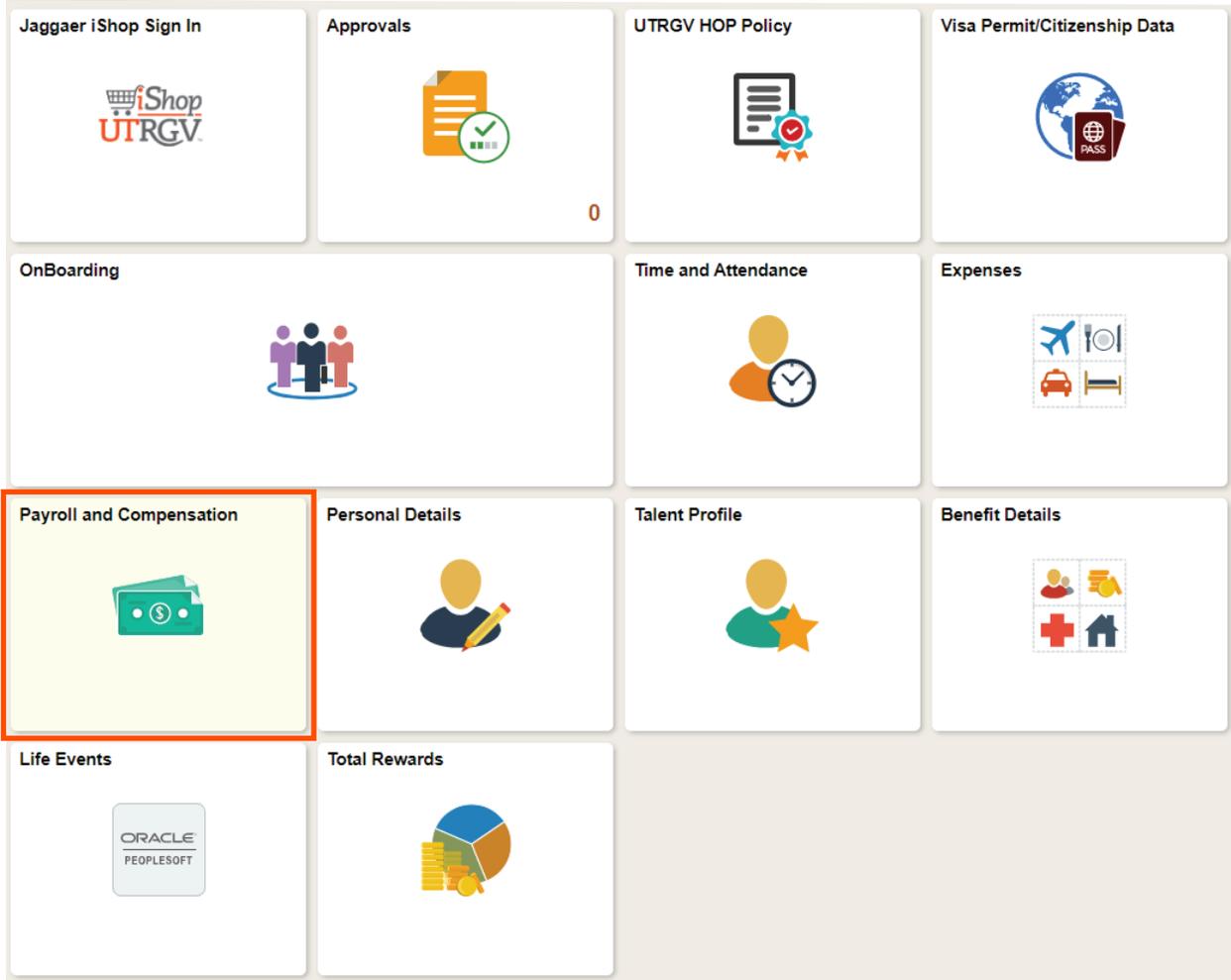


VOLUNTARY DEDUCTIONS

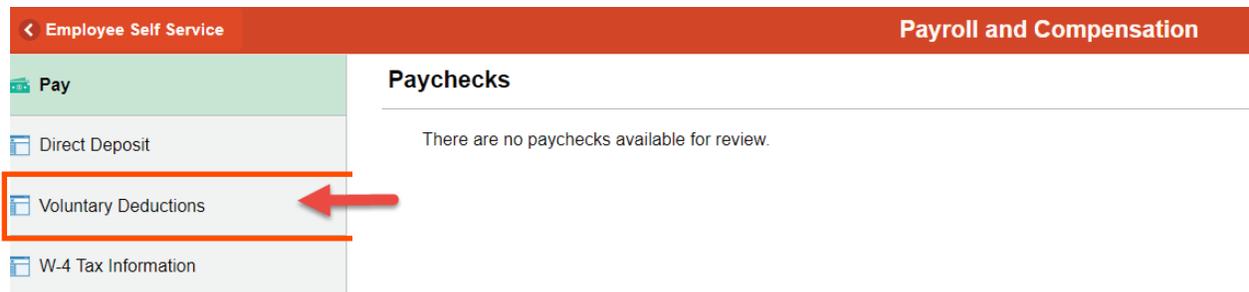
PeopleSoft Self Service Guide

Log in to PeopleSoft to view the Employee Self Service main page.

Click on **Payroll and Compensation**



Click on **Voluntary Deductions**



Click on **Add Deduction**

Pay

Direct Deposit

Voluntary Deductions

W-4 Tax Information

View W-2/W-2c Forms

W-2/W-2c Consent

Voluntary Deductions

UT Rio Grande Valley

Review, add or update your voluntary deductions information.

Voluntary Deductions

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

Add Deduction ←

Select **Type of Deduction**

***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

Submit

* Required Field

[Return to Voluntary Deductions](#)

Look up for
Type of Deduction Menu

Look Up *Type of Deduction x

[Help](#)

Search Results

View 100 1-29 of 29

Deduction Description
Athletics - Baseball
Auxiliary Services - Food/VBuc
Child Development Center
Donation: Business
Donation: Education
Donation: Engineering
Donation: Fine Arts

Populate the fields outlined in **orange**, then click submit.

***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](#)

Leave it blank

Note: Deduction will always be flat amount. Goal amount may be left blank if the deduction should be taken continuously.

Click **OK** on the confirmation page.

Voluntary Deductions
Submit Confirmation

The Submit was successful.
However, due to timing, your change may not be reflected on the next paycheck.

This is what you will see at the end of the process.

Voluntary Deductions

UT Rio Grande Valley

Review, add or update your voluntary deductions information.

Voluntary Deductions

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
Athletics - Baseball	09/24/2019		Currently	\$10.42	125.00	0.00	<input type="button" value="Edit"/>