

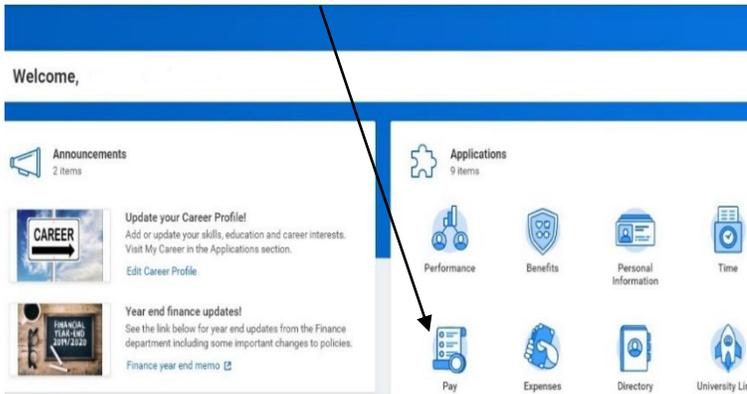
# Enroll or Change your Voluntary Deduction

## GETTING STARTED:

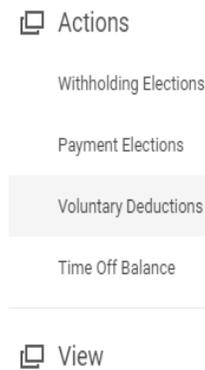
There are **three methods** to find the Workday Voluntary Deduction screen.

### 1. From the Home Page:

a. Select the Pay icon

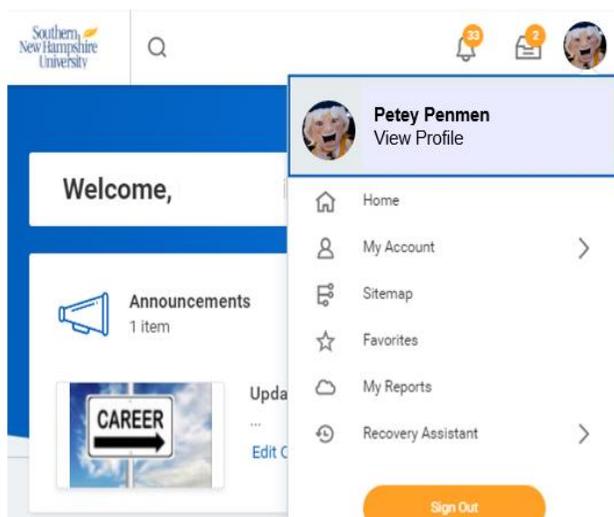


b. Select Voluntary Deductions

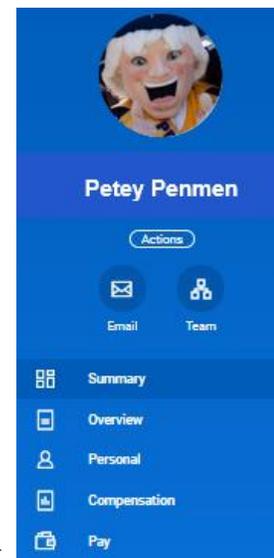


### 2. From your Profile Page

a. Click the blue globe with a cloud or your picture located in the upper-right hand corner of the screen and click view profile

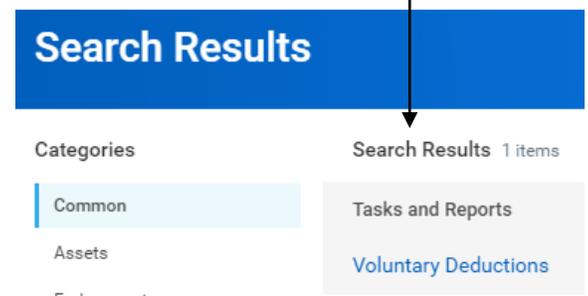
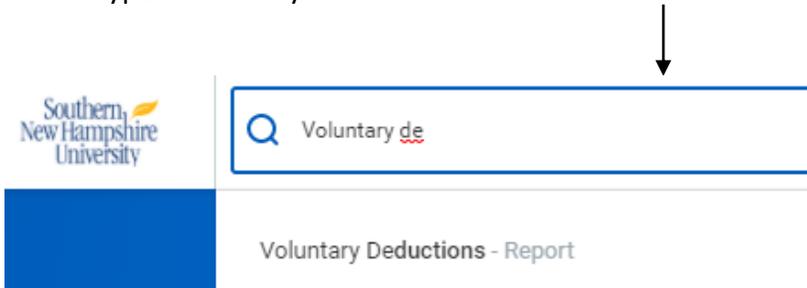


b. Select Pay from the options in the left-hand menu



### 3. From the Search Bar

a. Type "Voluntary Deduction" into the search bar and select from drop down or search results



## VOLUNTARY DEDUCTION SCREEN

At the Voluntary Deduction Screen you can:

1. Add a new deduction
2. View any current SNHU donation deductions.
3. End your current SNHU donation deductions.

### Voluntary Deductions

Add

1 item

Deduction	Start Date	End Date	Frequency	Input Type	Value	Next Payment Date	
Institutional Advancement	12/21/2014		Ongoing	Amount	13.85	09/04/2020	Edit

### Change

- To make a **change** to your deduction **amount**, you must end your current deduction and add a new one.
- To **change ONLY the fund designation** (and keep the amount the same) please email Institutional Advancement at [giving@snhu.edu](mailto:giving@snhu.edu).

## ADD A NEW DEDUCTION

1. Click the add button at the Voluntary Deduction Screen.
2. Deduction: Select Institutional Advancement.
3. Frequency: You can choose a one-time deduction, or ongoing (every pay period).
4. Start Date:
  - a. The date field will default to the earliest possible payroll processing date and will show the paycheck date that your deduction will begin.
  - b. You can adjust to a future date if desired and the corresponding paycheck date will automatically update. For example:
    - i. A start date of 8/23/20 would be deducted from the 9/11/20 paycheck.
    - ii. A start date of 9/13/20 would be deducted from the 10/2/20 paycheck.
5. End Date: (optional) enter a date to stop your deduction. Leave blank if you want your deduction to be continuous. You can stop your deductions anytime in Workday (see below).
6. Amount: Enter your desired deduction amount under Value.
7. Click OK to submit your deduction.

### Voluntary Deductions

Add

### Add Voluntary Deduction

Worker Petey Penmen

Deduction \* Institutional Advancement

Frequency \*  One-time  
 Ongoing

Pay Cycle Frequency Bi-weekly

Start Date \* 09 / 13 / 2020

End Date MM / DD / YYYY

Next Payment Date 10/02/2020

Type \*  Amount  
 Percent

Value \* 15

OK

Cancel

8. You will be able to edit the amount or delete the deduction until the entry is processed by the Payroll Department. Once payroll processes the voluntary deduction, the "Delete" button disappears and the "Edit" button allows an end date to be added.

### Voluntary Deductions

Add

1 item

Deduction	Start Date	End Date	Frequency	Input Type	Value	Next Payment Date	
Institutional Advancement	08/23/2020	08/23/2020	One-time	Amount	10	09/11/2020	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

9. After you add a deduction, Institutional Advancement will send an email prompting you to complete the fund designation that verifies the fund(s) you wish to support. You can find the form at:

<http://alumni.snhu.edu/employee-designation>

## CHANGE or END YOUR CURRENT DEDUCTION AMOUNT

- To **adjust the contribution amount:** the current deduction needs to be ended and a new voluntary deduction added with the new amount.
- To **change ONLY the fund designation:** (and keep the amount the same) please email Institutional Advancement at [giving@snhu.edu](mailto:giving@snhu.edu).

1. Select the Edit button next to your deduction.

The screenshot shows a blue header 'Voluntary Deductions' and an 'Add' button. Below is a table with one item. An arrow points to the 'Edit' button in the table.

Deduction	Start Date	End Date	Frequency	Input Type	Value	Next Payment Date	
Institutional Advancement	12/21/2014		Ongoing	Amount	13.85	09/04/2020	Edit

2. Select Edit again on the next step.

3. Add an end date to the deduction and select OK.

The screenshot shows a blue header '← 1 of 1' and a form with the following details:

Deduction	Institutional Advancement
Start Date	12/21/2014
End Date	(empty)
Frequency	Ongoing
Input Type	Amount
Value	13.85
Next Payment Date	09/18/2020

An arrow points to the 'Edit' button at the bottom.

The screenshot shows the 'Edit Voluntary Deduction' form with the following details:

Worker	
Deduction	Institutional Advancement
Frequency	<input type="radio"/> One-time <input checked="" type="radio"/> Ongoing
Pay Cycle Frequency	Bi-weekly
Start Date	12/21/2014
End Date	MM / DD / YYYY
Next Payment Date	09/18/2020
Type	<input checked="" type="radio"/> Amount <input type="radio"/> Percent
Value	13.85

Arrows point to the 'End Date' field and the 'OK' button at the bottom.

## Questions?

- For questions or difficulties with the Workday process, please contact Payroll at [payroll@snhu.edu](mailto:payroll@snhu.edu).
- For questions about giving, please contact Institutional Advancement at [giving@snhu.edu](mailto:giving@snhu.edu).