

Enroll or Change your Voluntary Deduction

GETTING STARTED:

1. From the Search Bar

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

The screenshot shows the Southern New Hampshire University search interface. The search bar contains the text "Voluntary de". Below the search bar, a dropdown menu is open, showing "Voluntary Deductions - Report" as the selected result. To the right, a "Search Results" panel displays "Search Results 1 items" and lists "Voluntary Deductions" under the "Tasks and Reports" category.

VOLUNTARY DEDUCTION SCREEN

At the Voluntary Deduction Screen you can:

- Add a new deduction
- View any current SNHU donation deductions.
- End your current SNHU donation deductions.

The screenshot shows the "Voluntary Deductions" screen. At the top, there is a blue header with the text "Voluntary Deductions". Below the header, there is an "Add" button. Underneath, it says "1 item". A table displays the following information:

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.

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

Edit

Delete

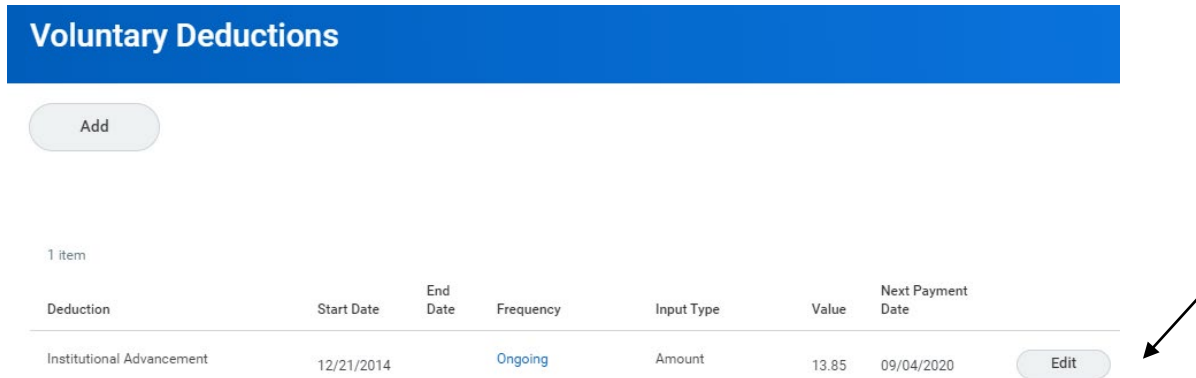
9. After you add a deduction, Institutional Advancement will send an email prompting you to complete the fund designation that verifies the fund(s) you wish to support. You can find the form at:

<https://forms.office.com/r/8zMPwXUpzB>

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.

1. Select the Edit button next to your deduction.



Voluntary Deductions

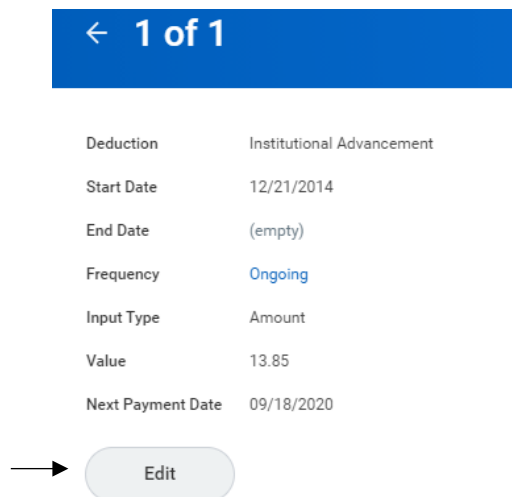
Add

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

2. Select Edit again on the next step.

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



← 1 of 1

Deduction Institutional Advancement

Start Date 12/21/2014

End Date (empty)

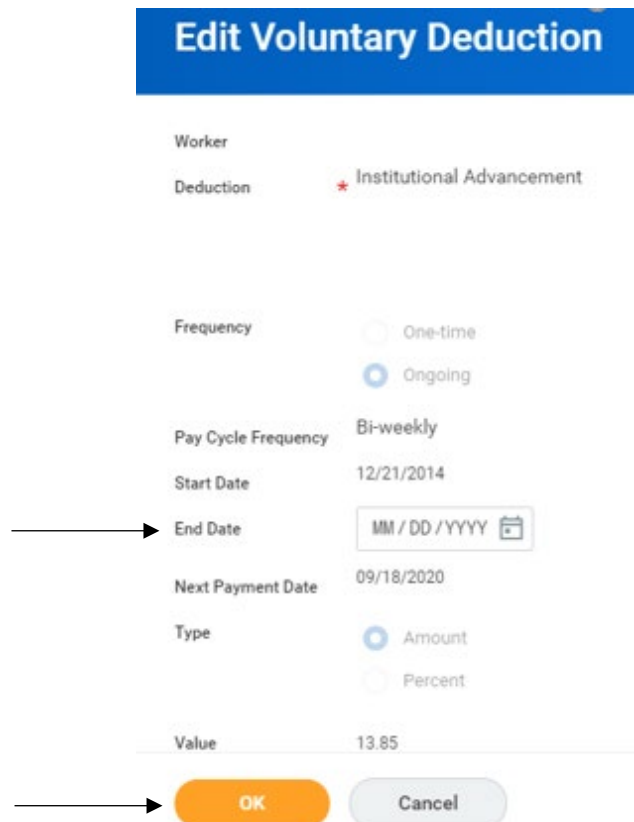
Frequency Ongoing

Input Type Amount

Value 13.85

Next Payment Date 09/18/2020

Edit



Edit Voluntary Deduction

Worker

Deduction Institutional Advancement

Frequency One-time Ongoing

Pay Cycle Frequency Bi-weekly

Start Date 12/21/2014

End Date MM/DD/YYYY

Next Payment Date 09/18/2020

Type Amount Percent

Value 13.85

OK Cancel

Questions?

- For questions or difficulties with the Workday process, please contact Payroll at payroll@snhu.edu.
- For questions about giving, please contact Institutional Advancement at giving@snhu.edu.