Employee Instructions for Setting up Self Service ‘Support Boston College’ Payroll Deductions

General Instructions:
(Please call 617-552-4772 for Help at any time with your Payroll Deduction set up)

Log in to PeopleSoft HR Employee Self Service to create or update your Support Boston College payroll deduction information

On the Self Service Menu
Select: Payroll and compensation

Click: Support Boston College link

OR
On the Quick Links ‘Self Service’ Menu
Select: Support Boston College

First Time Payroll Deduction Set Up:

Review, add or update your voluntary deductions information.

<table>
<thead>
<tr>
<th>Voluntary Deductions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deduction Type</td>
</tr>
</tbody>
</table>

Add Deduction
Click: Add Deduction

Support Boston College

Setup a Recurring Gift

*Gift Amount Type:  

*Gift Amount (Deduction per paycheck): 

Take deduction until I reach this Goal Amount (optional): 

*Enter Gift Start Date: 

Enter Gift Stop Date (optional): 

Current Balance: 

*Gift Designation:  

* Required Field

Save

Return to Voluntary Deductions

Select: Gift Type (Click drop down arrow and select AMOUNT)

Supply: Gift Amount – Amount to be deducted from each Pay Check

Supply: Goal Amount – Amount at which deductions should stop  
(Goal Amount is optional. This field may be left blank)

Enter: Gift or Deduction Start Date  
(This date must be today’s date or a future date. This date cannot be in the past)

Enter: Gift or Deduction Stop Date  
(Deduction Stop Date is optional)

Current Balance: This field will be updated by the system each time a payroll is processed and a deduction is taken

Gift Designation: Click magnifying glass – select Gift Designation type  
(See Gift Designation information)
There are four (4) different gift designation options. Three of the Gift Designations BC Staff Scholarship; Boston College Fund and William J Flynn Fund will automatically direct your gift to that specific fund.

Gift Designation of Other Designation allows the donor to define where their gift should be directed. This is done through the use of the Comment Box that opens on the page when this gift type is selected.

Gift Designation Options:

- **BC Staff Scholarship** – funds will be designated to BC Staff Scholarship Fund
- **Boston College Fund** – funds will be designated to the Boston College Fund
- **William J Flynn Fund** – funds will be designated to the William J Flynn Fund

*Other Designation* – employees can designate where they want their funds directed by entering a comment in the ‘Specific Gift Designations’ box. A gift designation comment is required for a Gift Designation of ‘Other Designation’.

Employees may elect to split their ‘gift’ to different organizations using this option. For example a gift of $50.00 may be designated as:

- $25.00 – Baseball and $25.00 – Track

By entering those values in the Special Gift Designation box on the deduction set up page.
Example:  Single Fund Designation
All funds deducted will go towards ‘Baseball’

*Gift Designation:  Other Designation

Required Field

Specific Gift Designations:

Save

Return to Voluntary Deductions

Example:  Multiple Fund Designation
Boston College

*Gift Amount Type:

*Gift Amount (Deduction per paycheck):

Take deduction until I reach this Goal Amount (optional):

*Enter Gift Start Date:

Enter Gift Stop Date (optional):

Current Balance:

*Gift Designation:  Other Designation

Required Field

Specific Gift Designations:

Save

Return to Voluntary Deductions

A message will display once the entry has been SAVED

Support Boston College

Save Confirmation

✔ The Save was successful.

However, due to timing, your change may not be reflected on the next paycheck

OK

Click:  OK – you will be returned to a page displaying your saved deduction request

Saved Deduction Request:

View Original Deduction Request:
Support Boston College

Review, add or update your voluntary deductions information.

<table>
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<tr>
<td>Other Designation</td>
</tr>
</tbody>
</table>

Add Deduction

If you click the ‘Other Designation’ link you will be brought back to your original deduction request create page.

Support Boston College

Setup a Recurring Gift

Gift Amount Type: Amount

*Gift Amount (Deduction per paycheck): 10.00

Take deduction until I reach this Goal Amount (optional):

*Enter Gift Start Date: 04/01/2013

Enter Gift Stop Date (optional):

*Gift Designation: Other Designation

*Specific Gift Designations:

Baseball

Return to Voluntary Deductions

Edit Original Deduction Request:
If you click ‘EDIT’ you will be brought to a page that will allow you to edit or change some of the characteristics of your deductions for the selected Gift Designation.

Note: You cannot use the Edit function for this Gift Designation of ‘Other Designation’ to change the Gift Designation to another type. To change the Deduction Type or Gift Designation you will have to ADD a New Deduction for the desired Gift Designation.

You may make a change to any ‘open’ field on this page
(Your ‘gift designation’ cannot be changed using this page)
Make necessary changes
Click: SAVE
Or
Click: Return to Voluntary Deductions link if no changes are desired.

Add a new Deduction Request:
Support Boston College

Review, add or update your voluntary deductions information.

<table>
<thead>
<tr>
<th>Deduction Type</th>
<th>Start Date</th>
<th>Stop Date</th>
<th>Status</th>
<th>Deduction</th>
<th>Goal Amount</th>
<th>Goal Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Designation</td>
<td>04/01/2013</td>
<td>Future</td>
<td>$10.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you Click **Add Deduction** a new page will open allowing you to create an additional “Support Boston College” payroll deduction

**Support Boston College**

**Setup a Recurring Gift**

*Gift Type:*

*Gift Amount (Deduction per paycheck):*

Take deduction until I reach this Goal Amount (optional):

*Enter Gift Start Date:*

Enter Gift Stop Date (optional):

Current Balance:

*Gift Designation:

* Required Field

Save

**Return to Voluntary Deductions**

**STOP – Support Boston College Payroll Deductions**

Log in to PeopleSoft HR Employee Self Service to create or update your Support Boston College payroll deduction information

On the Self Service Menu
Select: Payroll and compensation

Click: Support Boston College link – to display existing ‘Support Boston College’ Payroll Deductions

Click: EDIT (on appropriate Deduction if there is more than one deduction)
To permanently stop the selected ‘Support Boston College’ payroll deduction:

Enter: Stop Date in the ‘Gift Stop Date’ field
(This date must be a future date – a date greater than today’s date)

Click: SAVE