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

Please call 617-552-4772 for Help at any time with your Payroll Deduction set up

Outline

• Navigation
• Setting up a Payroll Deduction
• Other Fields on the Support BC Page
• Editing a Payroll Deduction
• Stopping a Payroll Deduction

Navigation

Select “Payroll & Compensation” from the Self-Service Menu

Select “Support Boston College”

Setting up a Payroll Deduction

Select “Add Deduction”
Gift Designation: Clicking the magnifying glass brings up the gift designation options
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. You can select multiple designations by entering the amount for each designation then a description of where the money should go. Remember, if you are using multiple designation, the sums of each designation should sum to the gift amount. See an example below
### Other Fields on the Support BC Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift Amount Type</td>
<td>Select Amount from the drop down</td>
</tr>
<tr>
<td>Gift Amount (Deduction per paycheck)</td>
<td>Enter the amount to be deducted from each paycheck</td>
</tr>
<tr>
<td>Take deduction until I reach Goal Amount (optional)</td>
<td>Amount at which deductions should stop. This is an optional field and can be left blank.</td>
</tr>
<tr>
<td>Take deduction until I reach Goal Amount (optional)</td>
<td>Amount at which deductions should stop. This is an optional field and can be left blank.</td>
</tr>
<tr>
<td>Enter Gift Start Date</td>
<td>This date must be today's date or a future date</td>
</tr>
<tr>
<td>Enter Gift Stop Date</td>
<td>This date must be today or a future date. This is an optional field and can be left blank.</td>
</tr>
</tbody>
</table>
Once you are done entering your information, hit the “Save” Button

A small “saved” icon will briefly appear in the top right corner of the page and disappear.

To return to the Support BC Page, click “Return to Voluntary Deductions” button at the bottom of the page.
Editing a Payroll Deduction

To edit a payroll deduction, click the “Edit” button on the row of the deduction you wish to change from the Support BC page.

Make your edits and click the “Save” button.
Stopping a Payroll Deduction

To stop a payroll deduction, click the “Edit” button on the row of the deduction you wish to stop from the Support BC Page.

In the “Enter Gift Stop Date (Optional)” field, enter a date greater than today and hit save.