

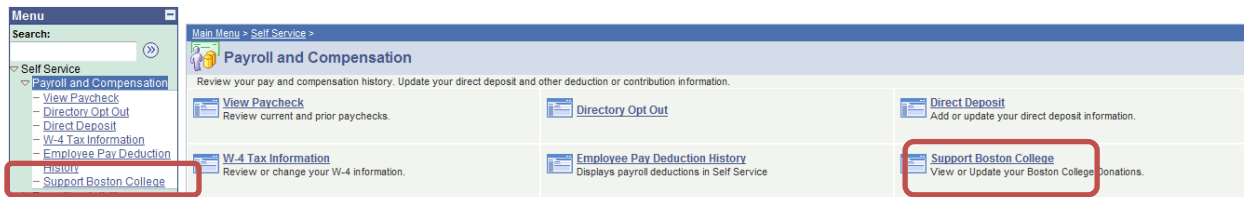
Employee Instructions for Setting up Self Service ‘Support Boston College’ Payroll Deductions

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.

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

Add Deduction

Click: Add Deduction

Support Boston College

Setup a Recurring Gift



Boston College

*Gift Amount Type:	<input type="text"/>
*Gift Amount (Deduction per paycheck):	<input type="text"/>
Take deduction until I reach this Goal Amount (optional):	<input type="text"/>
*Enter Gift Start Date:	<input type="text"/> (example: 12/31/2000)
Enter Gift Stop Date (optional):	<input type="text"/> (example: 12/31/2000)
Current Balance:	0.00
*Gift Designation:	<input type="text"/>

* Required Field

[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)

Search Results

View 100 First 1-4 of 4

Deduction Description
BC Staff Scholarship
Boston College Fund
Other Designation
William J Flynn Fund

Click: **SAVE**
Gift Designations

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:

Search Results

View 100 First 1-4 of 4 Last

Deduction Description
BC Staff Scholarship
Boston College Fund
Other Designation
William J Flynn Fund

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:

* Required Field

*Specific Gift Designations:

[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: (example: 12/31/2000)

Enter Gift Stop Date (optional): (example: 12/31/2000)

Current Balance: 0.00

*Gift Designation:

* Required Field

*Specific Gift Designations:

[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.



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

View Original Deduction Request:

Support Boston College

Boston College

Review, add or update your voluntary deductions information.

Voluntary Deductions							
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
Other Designation	04/01/2013		Future	\$10.00		0.00	Edit

[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

Boston College

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):

Current Balance: 0.00

*Gift Designation: Other Designation

*Specific Gift Designations:

Baseball

[Return to Voluntary Deductions](#)

[Edit Original Deduction Request:](#)

Support Boston College

Boston College

Review, add or update your voluntary deductions information.

Voluntary Deductions							
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
Other Designation	04/01/2013		Future	\$10.00		0.00	Edit

[Add Deduction](#)

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.

Support Boston College

Setup a Recurring Gift

Boston College

*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):

Current Balance:

0.00

*Gift Designation:

Other Designation

*Specific Gift Designations:

Baseball

[Save](#)

[Return to Voluntary Deductions](#)

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

Boston College

Review, add or update your voluntary deductions information.

Voluntary Deductions							
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
Other Designation	04/01/2013		Future	\$10.00		0.00	Edit

[Add Deduction](#)

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

Boston College

*Gift Amount Type:

*Gift Amount (Deduction per paycheck):

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

*Enter Gift Start Date: (example: 12/31/2000)

Enter Gift Stop Date (optional): (example: 12/31/2000)

Current Balance: 0.00

*Gift Designation:

* Required Field

[Save](#)

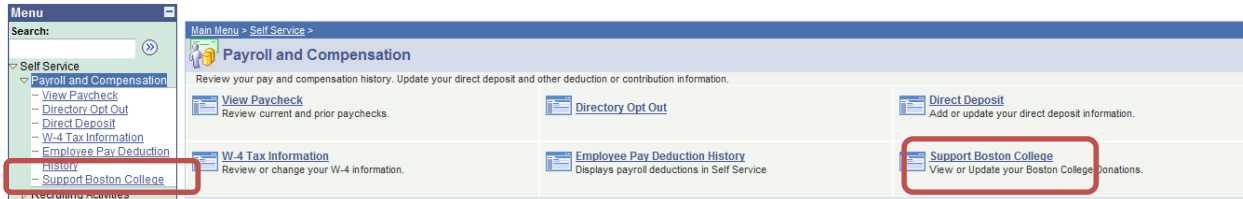
[Return to Voluntary Deductions](#)

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

Support Boston College

Boston College

Review, add or update your voluntary deductions information.

Voluntary Deductions						
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance
Other Designation	04/01/2013		Future	\$10.00		0.00

[Add Deduction](#)

Click: EDIT (on appropriate Deduction if there is more than one deduction)

Support Boston College

Setup a Recurring Gift

Boston College

*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 (example: 12/31/2000)

Enter Gift Stop Date (optional):

31 (example: 12/31/2000)

Current Balance:

0.00

*Gift Designation:

Other Designation

* Required Field

Save

*Specific Gift Designations:

Baseball

[Return to Voluntary Deductions](#)

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