

## INSTRUCTIONS FOR ADDING VOLUNTARY DEDUCTIONS FOR COMMUTER SERVICES PURCHASES

Log-in to MyHR/Employee Self Service/PeopleSoft

Click on **Payroll and Compensation**

Click on **Voluntary Deductions**

Click the **Add Deduction** button

### At **Type of Deduction**

1. Click the Magnifying Glass
2. Choose the Appropriate Deduction
  - *CSO Additional Payment Af Tax* = After-tax funds used only for transit/parking products and services over and above the limit set by the government (\$255.00). Taken from the 1<sup>st</sup> pay of the month.
  - *Qualified Trans Benefit MT* = Pre-tax funds used for transit/parking products and services. The monthly limit for qualified transit/parking expenses is \$255.00. Taken from the 1<sup>st</sup> pay of the month.
  - *Campus Currency* = After-tax funds used for any vendor that accepts the Jefferson ID Badge for payment; replaces FastPass. Taken from the 2<sup>nd</sup> pay of the month.

### Select whether Deduction is a Flat Amount or Percent

- Flat Amount = this is for a flat dollar amount that will be deducted each time.
- Percent = this is a percentage of paycheck that will be deducted each time. **Not Recommended**

### Enter Amount or Percent to be deducted

- NOTE: Deductions are taken as follows:
  - o Qualified Trans Benefit MT – First Pay of the Month
  - o CSO Additional Payment Af Tax – First Pay of the Month
  - o Campus Currency – Second Pay of the Month
- Amount – indicate flat dollar amount to be deducted from the corresponding paycheck.
- Percent – indicate percentage of paycheck to be deducted from the corresponding paycheck. **Not Recommended**

### Take deduction until I reach this Goal Amount – Not Recommended

- If deductions are to stop once a certain amount is reached, indicate amount here.  
If not choosing this option, leave the space blank.  
NOTE: Deductions will not automatically resume once funds are spent.

### Enter Deduction Start Date

- Enter today's date

### Enter Deduction Stop Date – Not Recommended

- If deductions are to stop as of specific date, indicate the date here.  
If not choosing this option, leave the space blank.  
NOTE: Deductions will completely stop when set date arrives.

**Submit**

#### FOR OFFICE USE ONLY

Product/Service:

Pre-Tax Amount:

After-Tax/Credit Card Amount: