

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 (\$130 for transit/\$250 for parking). Taken from the 1st pay of the month. For example, SEPTA Zone 3 is \$139.54; customer would deduct \$130 pre-tax and \$9.54 after-tax.
 - *Qualified Trans Benefit MT* = Pre-tax funds used for transit/parking products and services. The monthly limit for qualified transit expenses is \$130 and \$250 for qualified parking benefits. Taken from the 1st pay of the month.
 - *Campus Currency* = A fferson ID Badge for payment; replaces FastPass. T

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