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 1st 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 1st 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 2nd 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:
  - Qualified Trans Benefit MT – First Pay of the Month
  - CSO Additional Payment Af Tax – First Pay of the Month
  - 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: