

PAYROLL DEDUCTION INSTRUCTIONS FOR PARKING & TRANSIT BENEFITS

START A NEW DEDUCTION

- 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** click the Magnifying Glass
- Choose **TJU Qualified Trans Benefit MT**
- Choose **Amount** for **Select whether Deduction is a Flat Amount or Percent**
- Enter the amount to be deducted on a monthly basis from the first paycheck of the month
- Leave **Take deduction until I reach this Goal Amount** BLANK
- Enter today's date as the **Enter Deduction Start Date**
- Leave **Enter Deduction Stop Date** BLANK
- Click the **Save** button

REVIEW A CURRENT DEDUCTION

- Log-in to MyHR/Employee Self Service/PeopleSoft
- Click on **Payroll and Compensation**
- Click on **Voluntary Deductions**
- You will see your current Monthly Voluntary Deduction taken from the first paycheck of the month

CHANGE THE AMOUNT OF A CURRENT DEDUCTION

- Log-in to MyHR/Employee Self Service/PeopleSoft
- Click on **Payroll and Compensation**
- Click on **Voluntary Deductions**
- You will see your current Voluntary Deduction
- Click the **Edit** button on the right.
- The **Change Voluntary Deduction** screen will come up
- Update the amount to be deducted on a monthly basis from the first paycheck of the month
- Leave **Take deduction until I reach this Goal Amount** BLANK
- Enter today's date as the **Enter Deduction Start Date**
- Leave **Enter Deduction Stop Date** BLANK
- Click the **Save** button

STOP/CANCEL DEDUCTION

- Log-in to MyHR/Employee Self Service/PeopleSoft
- Click on **Payroll and Compensation**
- Click on **Voluntary Deductions**
- You will see your current Voluntary Deduction
- Click the **Edit** button on the right.
- The **Change Voluntary Deduction** screen will come up
- At **Enter Deduction Stop Date** enter tomorrow's date.
- Click the **Save** button