

Adding a voluntary deduction to Workday

- Sign into Workday
- Go to your Workday Homepage and click “*Pay Dashboard*” located at the end of the first row of icons
- On the right side of the screen in the box titled “*Taxes, Elections and Deductions*” choose “*Voluntary Deduction*”
- Click on “*ADD*” at the top left of the page
- The next page you are taken to is titled “*Voluntary Deduction*”
 - Pull down drop down menu and choose “*NCC Foundation*”
You will be taken to the next page to set up what your deduction will be and how and when you would like it to be deducted
- Each Field with a red * must be filled in to advance to the next page

-**Frequency** – you can choose if you would like the deduction made *one time* (deducted from 1 paycheck) or *on going* (you can choose a specific amount to be deducted over time)

-If you choose *one-time* the date is automatically defaulted to the next pay period (underneath you will see the paycheck which the deduction will be taken)

-If you choose *on going* you will enter the date when you would like the deductions to start and when you would like them to stop (for example, if you would like to deduct \$100 from the next 3 paychecks you would enter the pay date of the paycheck you would like the deductions to start and end)

Date - this is defaulted to the next pay period when the deduction can be made. Underneath the date field it will show the date of the paycheck the deduction will be taken. If you would like the deduction to be taken from a future pay period you can choose that date.

Value – Enter the amount of the deduction -*Click OK*

The next page will confirm the details you entered. If everything is *correct* click **Done** this will take you to a page showing the deduction details that payroll will follow.

If the information is *not correct* go back to the last page and make your changes and click done again.