

Voluntary Deductions

The following job aid explains how to Add or Update Your Voluntary Deductions in Workday.

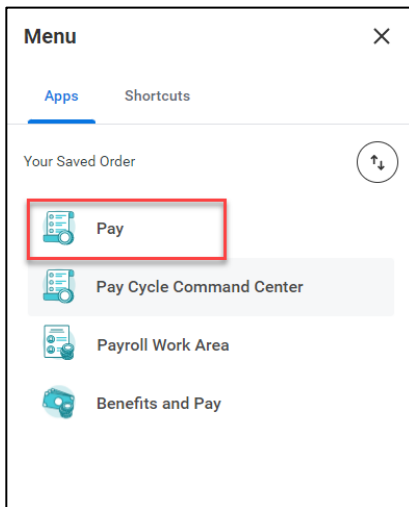
Add or Update Your Voluntary Deductions (One-Time)

- 1 Click the **Menu** icon.

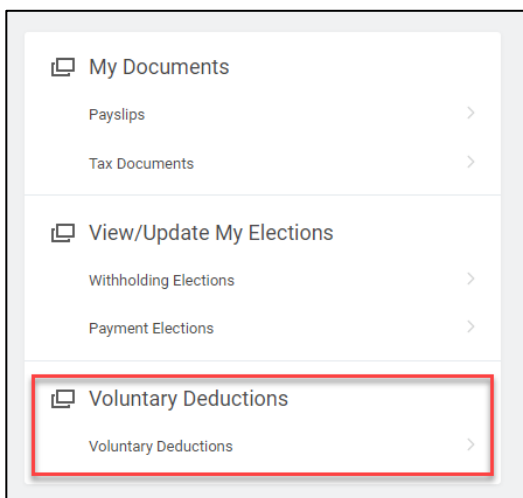
Note: Alternatively, you can add or update voluntary deductions through the Pay category on your Employee profile.



- 2 Click the **Pay** app.



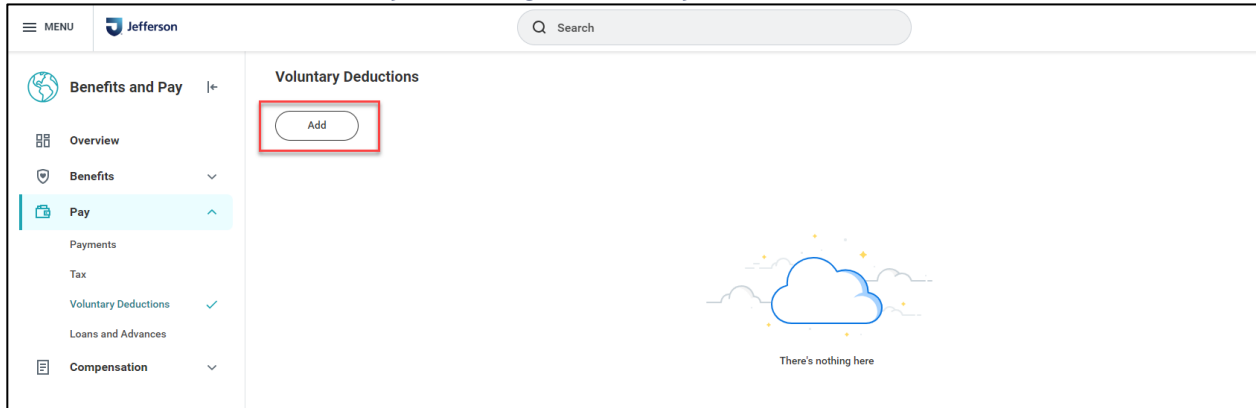
- 3 Click **Voluntary Deductions**.



4 Review your current **Voluntary Deductions**.

5 Click **Add**.

*Note: Alternatively, click **Edit** to modify any existing Voluntary Deductions or click **Delete** to remove any existing Voluntary Deductions.*



6 Search for and select the **Deduction**.

7 Verify or update the **Purpose**.

8 Use the radio button to select **One-time** as the **Frequency**.

Note:

- *One-time: Use to make a single donation on a specific date.*
- *Ongoing: Use to make recurring donations for a specific date range.*

9 If applicable, enter the **Date**.

Note: The Date is only applicable for One-time deductions.

10 Review the **Next Payment Date**.

Note: The Next Payment Date identifies the date that the next voluntary deduction will be withheld from your paycheck.

11 Use the radio button to select the **Type**.

Note:

- *Amount: Use to designate a specific donation amount from your paycheck per deduction.*
- *Percent: Use to designate a specific donation percentage from your paycheck per deduction.*

12 Enter the numeric **Value** of the **Voluntary Deduction**.

Note:

- *Depending on the Type, the Value is representative of the actual dollar amount or percentage that you want to donate from your paycheck.*
- *The Value can be modified until the date of the deduction*

13 Verify all Add Voluntary Deduction details for accuracy.

14 Click **OK**.

Add Voluntary Deduction

Worker **Scott**

Deduction * **Health Partners Foundation (HPF)**

Recurring Gift:
Select the Ongoing radio button and enter a Start Date. Enter an End Date when you would like the deduction to stop or leave it blank to update later. Enter the Amount to be contributed Per Pay Period.

One Time Gift:
Enter a date (the deduction will be taken in the pay period that includes that date.) Enter the Amount to be contributed.

Frequency * One-time
 Ongoing

Date *

Next Payment Date 11/08/2024

Type * Amount
 Percent

Value *

15 Click **Done**.

Voluntary Deduction

Worker **Scott**

Deduction **Health Partners Foundation (HPF)**

Frequency **One-time**

Start Date 10/25/2024

End Date 10/25/2024

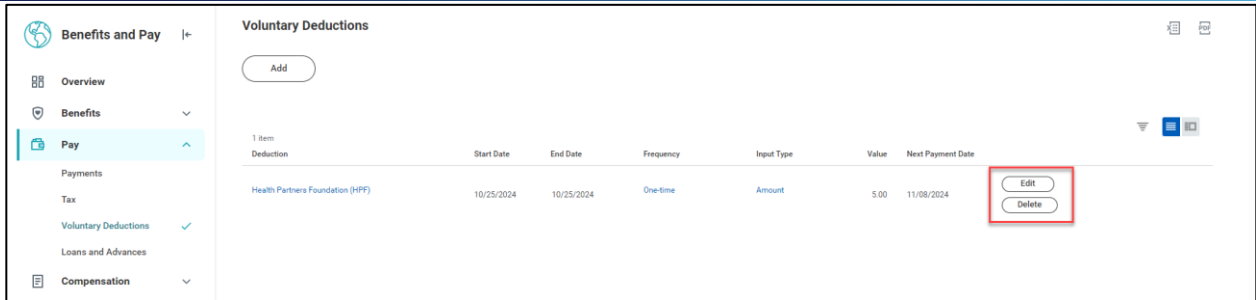
Next Payment Date 11/08/2024

Type **Amount**

Value 5.00

16 Review the Voluntary Deduction details that have been added to your account.

17 If applicable, click **Edit** to modify any existing Voluntary Deductions or click **Delete** to remove any existing Voluntary Deductions.



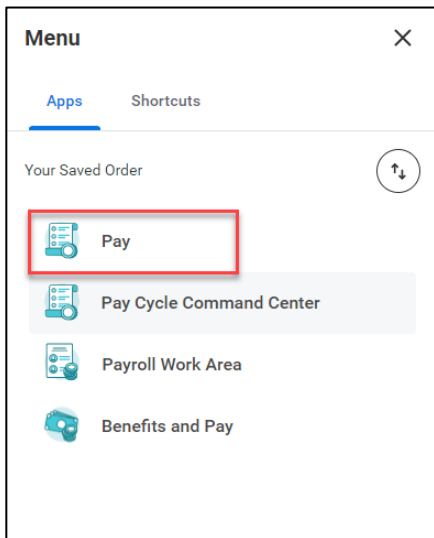
Add or Update Your Voluntary Deductions (Ongoing)

18 Click the **Menu** icon.

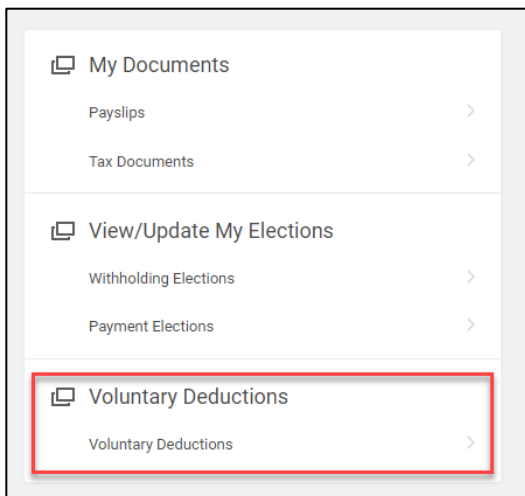
Note: Alternatively, you can add or update voluntary deductions through the Pay category on your Employee profile.



19 Click the **Pay** app.



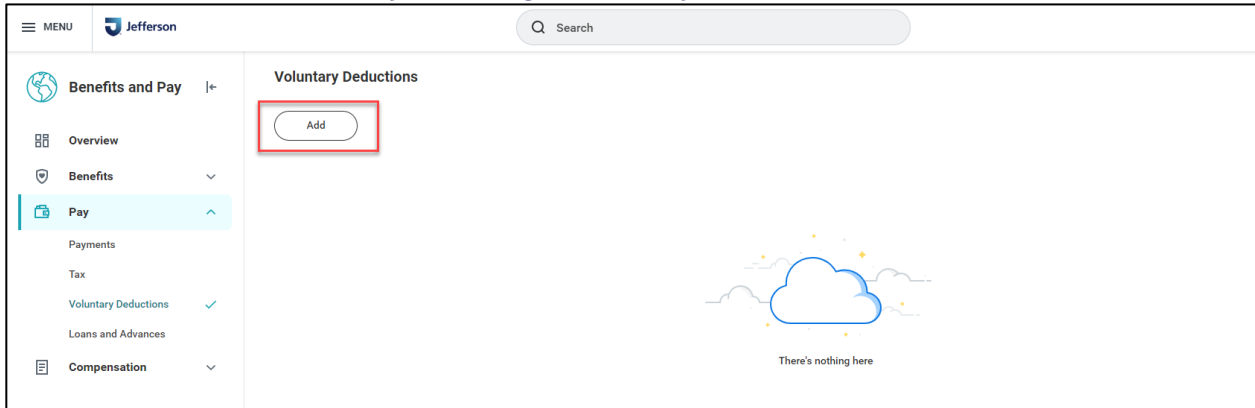
20 Click **Voluntary Deductions**.



21 Review your current **Voluntary Deductions**.

22 Click **Add**.

*Note: Alternatively, click **Edit** to modify any existing Voluntary Deductions or click **Delete** to remove any existing Voluntary Deductions.*



23 Search for and select the **Deduction**.

24 Verify or update the **Purpose**.

25 Use the radio button to select **One-time** as the **Frequency**.

Note:

- *One-time: Use to make a single donation on a specific date.*
- *Ongoing: Use to make recurring donations for a specific date range.*

26 If applicable, enter the **Start Date**.

Note: The Start Date is only applicable for Ongoing deductions.

27 If desired, enter the **End Date**.

Note:

- *The End Date is only applicable for Ongoing deductions.*
- *If you do not specify an End Date, the voluntary deduction will reoccur on a monthly basis, indefinitely (or until you edit the end date / delete the ongoing deduction).*

28 Review the **Next Payment Date**.

Note: The Next Payment Date identifies the date that the next voluntary deduction will be withheld from your paycheck.

29 Use the radio button to select the **Type**.

Note:

- *Amount: Use to designate a specific donation amount from your paycheck per deduction.*
- *Percent: Use to designate a specific donation percentage from your paycheck per deduction.*

30 Enter the numeric **Value** of the **Voluntary Deduction**.

Note:

- Depending on the Type, the Value is representative of the actual dollar amount or percentage that you want to donate from your paycheck.
- The Value can be modified until the date of the deduction

31 Verify all Add Voluntary Deduction details for accuracy.

32 Click OK.

Add Voluntary Deduction [Close]

Worker: Scott

Deduction: * Health Partners Foundation (HPF)

Recurring Gift:
Select the Ongoing radio button and enter a Start Date. Enter an End Date when you would like the deduction to stop or leave it blank to update later. Enter the Amount to be contributed Per Pay Period.

One Time Gift:
Enter a date (the deduction will be taken in the pay period that includes that date.) Enter the Amount to be contributed.

Frequency: * One-time Ongoing

Pay Cycle Frequency: Biweekly

Start Date: * 06/30/2024 [Calendar]

End Date: 10/23/2024 [Calendar]

Next Payment Date: 10/25/2024

Type: * Amount Percent

Value: * 5

[Cancel] [OK]

33 Click Done.

Voluntary Deduction

Worker: Scott

Deduction: Health Partners Foundation (HPF)

Frequency: Ongoing

Start Date: 06/30/2024

End Date: 10/23/2024

Next Payment Date: 10/25/2024

Type: Amount

Value: 5.00

[Done]

- 34 Review the Voluntary Deduction details that have been added to your account.
- 35 If applicable, click **Edit** to modify any existing Voluntary Deductions or click **Delete** to remove any existing Voluntary Deductions.

The screenshot shows the 'Voluntary Deductions' page in Workday. On the left is a navigation menu with 'Pay' selected. The main area shows a table with one row of data. The 'Edit' and 'Delete' buttons for this row are highlighted with a red box.

Deduction	Start Date	End Date	Frequency	Input Type	Value	Next Payment Date	
Health Partners Foundation (HPF)	06/30/2024	10/23/2024	Ongoing	Amount	5.00	10/25/2024	Edit Delete

Congratulations, you have successfully learned how to manually Create a Payroll Accounting Adjustment in Workday!