

## Employee Self Service: Voluntary Deductions

**Purpose:** The document reviews the view-only Voluntary Deduction page in PeopleSoft Employee Self Service (ESS). A complete list of general deductions is available at: <http://harvie.harvard.edu/ess/selfservice/>.

**Topics Covered:**

- [View Voluntary Deductions](#) (pg 2).

### PeopleSoft 8.9

### Key Changes

 There are no changes to the Self Service Voluntary Deductions Page.

 For more information about the changes and new features in PeopleSoft 8.9, check out the Self Service page on HARVie <http://harvie.harvard.edu/ess/selfservice/>. There you will find online courses, work instructions, and more.

### Key Terms and Definitions

**Voluntary Deduction:** Otherwise known as General Deductions, voluntary deductions are deductions that employees elect to have withheld from their paychecks to pay for non-benefit-related expenditures. Examples include:


- Charitable gifts
- Parking
- Monthly T-Passes
- Union dues
- Home and auto insurance fees
- Tuition loan payments

**Non-Taxable Benefits** This is a voluntary deduction which is paid on your behalf by the University. There are no tax liabilities associated with these benefits.

### Business Rules

**Changing Voluntary Deductions** The Voluntary Deduction page is view-only; no changes can be made to the data from this page. If you need to make a change to a deduction, contact the vendor directly. The vendor will provide any necessary information to Central Payroll.

**View Voluntary Deductions**

 **Navigation:** Access the Voluntary Deduction page by selecting the following path: [Self Service](#) > [Payroll](#) and [Compensation](#) > **Voluntary Deductions**:

**Voluntary Deductions**


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Voluntary Deductions							
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
HUCTW Dues	12/19/2001		Current	\$12.38		0.00	<input type="button" value="Edit"/>
T-Pass Before Tax	10/15/2003		Current	\$42.60		0.00	<input type="button" value="Edit"/>
T-Pass Non-taxable benefit -EE	10/15/2003		Current	\$28.40		0.00	<input type="button" value="Edit"/>

[Return to Self Service](#)

**Page Description:** On this page, view all of your voluntary deductions. This includes any non-taxable benefits, which are paid by the University.

Section	Field/Table	Description/Additional Information
A	Voluntary Deductions	<p>View data on your current voluntary deductions, including:</p> <ul style="list-style-type: none"> <li>• The deduction type.</li> <li>• Start Date – the effective start date of the deduction.</li> <li>• Stop Date – the effective date that the deduction will stop.</li> <li>• Deduction – the amount withheld from each paycheck.</li> <li>• Goal Amount – the total amount to be withheld, if applicable.</li> <li>• Goal Balance – the amount deducted to date, if there is a goal amount.</li> </ul>

 **Note:** You can neither edit nor add deductions. Please disregard the “Edit” and “Add Deduction” buttons. In order to change a deduction, you must contact the vendor directly.