

How Do I Update My Voluntary Deductions?

Navigation

1. Log into OneUSG HCM.
2. If the **Benefits** page is not displayed, click on the blue **NavBar** and select **Benefits** from the drop down listing.
3. On the **Benefits** page, click the **Voluntary Deductions** tile.

Review Voluntary Deduction Information

4. The **Voluntary Deductions** page provides information on voluntary employee deductions:
 - a. Deduction Type
 - b. Start and Stop Dates
 - c. Status
 - d. Deduction Amount
 - e. Goal Amount
 - f. Goal Balance

Review Deduction Details

5. To view additional details from the **Voluntary Deductions** page, click the **Deduction Type** link associated with the desired deduction.
6. After completing your review, click the < **Benefits** link.
7. Then, click the **Voluntary Deductions** tile on the **Benefits** page.

Edit Deduction Information

8. On the **Voluntary Deduction** page, click the **Edit** button associated with the deduction type to update.
9. On the **Change Voluntary Deduction** page, click the **Select Whether Deduction is a Flat Amount or Percent** field and update the basis for the deduction, as needed.
10. Update the **Enter Amount or Percent to Be Deducted** field:



- a. For amount-based contributions, enter the new amount. NOTE: If you receive a paycheck every week or twice a month, enter the amount (or percent) to deduct from each paycheck, not the total amount of the monthly remittance.
 - b. For percentage-based contributions, enter the new percent of gross pay (in whole numbers).
11. To stop the deduction when a specified total amount is achieved, update the **Take Deduction Until I Reach this Goal Amount** field with the goal amount. NOTE: If this field is populated, leave the **Enter Deduction Stop Date** field blank.
 12. To stop the deduction on a specified date (without regard for the balance), update the **Enter Deduction Stop Date** field using the **Choose a date (Calendar)** icon. NOTE: If this field is populated, leave the **Take Deduction Until I Reach This Goal Amount** field blank.
 13. Click the **Submit** button.
 14. The system displays an informational message, indicating the deduction was successfully updated or identifying errors which must be corrected. Resolve any noted issues and click the **Submit** button again, as needed.
 15. When the message indicates the submittal process was successfully completed, click the **OK** button.

Add a New Voluntary Deduction

16. On the **Voluntary Deductions** page, click the **Add Deduction** button.
17. On the **Add Voluntary Deduction** page, click the Lookup icon associated with the **Type of Deduction** field and select an appropriate value from the listing.
18. Click the **Select Whether Deduction is a Flat Amount or Percent** field and select the appropriate basis for the deduction.
19. Populate the Enter Amount or **Percent to Be Deducted** field:



- a. For amount-based contributions, enter the new amount. NOTE: If you receive a paycheck every week or twice a month, enter the amount (or percent) to deduct from each paycheck, not the total amount of the monthly remittance.
 - b. For percentage-based contributions, enter the new percent of gross pay (in whole numbers).
20. To stop the deduction when a specified total amount is achieved, update the **Take Deduction Until I Reach this Goal Amount** field with the goal amount. NOTE: If this field is populated, leave the **Enter Deduction Stop Date** field blank.
 21. To stop the deduction on a specified date (without regard for the balance), update the **Enter Deduction Stop Date** field using the **Choose a date (Calendar)** icon. NOTE: If this field is populated, leave the **Take Deduction Until I Reach This Goal Amount** field blank.
 22. Click the **Submit** button.
 23. The system displays an informational message, indicating the deduction was successfully updated or identifying errors which must be corrected. Resolve any noted issues and click the **Submit** button again, as needed.
 24. When the message indicates the submittal process was successfully completed, click the **OK** button.

Delete or Discontinue an Existing Voluntary Deduction

25. On the **Voluntary Deductions** page, click the **Edit** button associated with the deduction to be updated.
26. On the **Change Voluntary Deduction** page, update the **Take Deduction Until I Reach This Goal Amount** field to reflect the amount displayed in the **Current Balance** field. NOTE: If the current balance is zero, leave the **Take Deduction Until I Reach This Goal Amount** field blank.
27. Update the **Enter Deduction Stop Date** to reflect today's date.
28. Click the **Submit** button.



29. The system displays an informational message, indicating the deduction was successfully updated or identifying errors which need to be corrected. Resolve any noted issues and click the **Submit** button again, as needed.
30. When the message indicates the submittal process was successfully completed, click the **OK** button.

Complete the Task/Sign Out of Application

31. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



32. Click the **Sign Out** option in the listing.

