

Within Workday, you can manage your volunteer deductions through employee self-service (ESS) on your Pay dashboard. The process for managing Voluntary deductions is simplistic and intuitive!

MANAGE VOLUNTARY DEDUCTIONS

From Workday Search Bar:

1. Enter **Voluntary Deductions** in the search bar. Select Enter.
2. Select the **Add** button
3. Select a deduction
 - a. Recurring Deduction –The amount selected will be an ongoing deduction from each paycheck until a change is processed. Ongoing donors are part of the Babson Defenders, our recurring donor society; helping to ensure a steady stream of income for the College. See [image #1](#).
 - b. One Time Deduction –The amount selected will be a one time deduction from your next paycheck. See [image #2](#), see [page 2](#).
4. Select the start date
5. Select the end date (if applicable)
6. Enter the dollar amount in the “Value” field.

ADDITIONAL DETAILS.

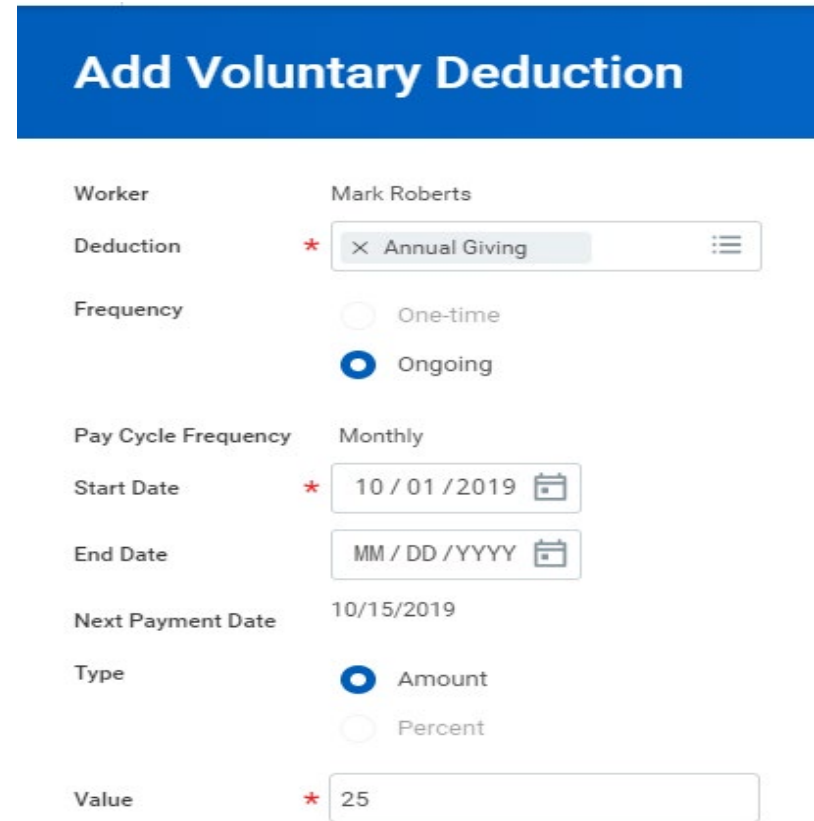
Once the voluntary deduction is pulled into our payroll system any edits, or corrections can only be completed by a member of the Benefits or Payroll Departments.

- **One Time Deduction** - Workday processes the deduction in full

for the pay period or any subperiod that includes the **Effective Date**

- **Ongoing** - Workday calculated the deduction in each pay period until either of these dates if they exist:
 - The **End Date** workers enter through ESS.
 - The **Latest Take Effect Date**.

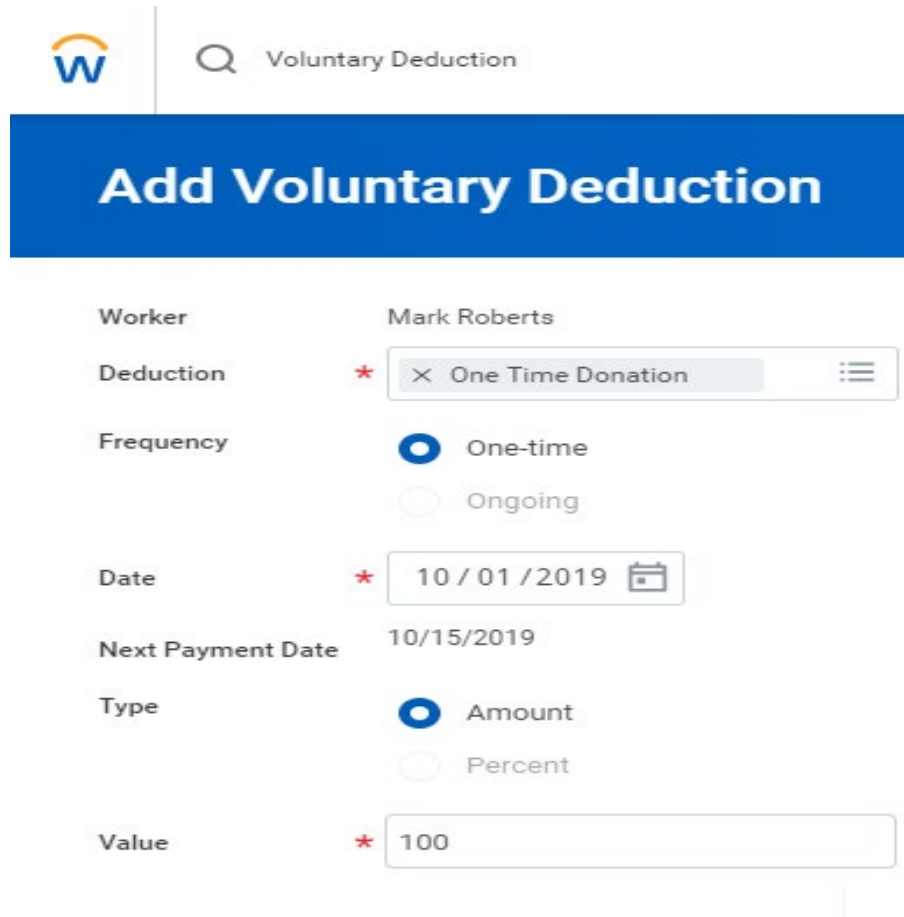
Image #1:



The screenshot shows a blue header with the text "Add Voluntary Deduction". Below the header is a form with the following fields:

- Worker:** Mark Roberts
- Deduction:** * Annual Giving (with a close button and a menu icon)
- Frequency:** One-time (radio button), Ongoing (radio button, selected)
- Pay Cycle Frequency:** Monthly
- Start Date:** * 10 / 01 / 2019 (with a calendar icon)
- End Date:** MM / DD / YYYY (with a calendar icon)
- Next Payment Date:** 10/15/2019
- Type:** Amount (radio button, selected), Percent (radio button)
- Value:** * 25

Image #2:



The screenshot shows the 'Add Voluntary Deduction' form in the Workday system. At the top left is the Workday logo, and next to it is a search bar containing the text 'Voluntary Deduction'. Below this is a large blue button with the text 'Add Voluntary Deduction'. The form itself is a table-like structure with the following fields:

Worker	Mark Roberts
Deduction	* <input type="text" value="One Time Donation"/>
Frequency	<input checked="" type="radio"/> One-time <input type="radio"/> Ongoing
Date	* <input type="text" value="10/01/2019"/>
Next Payment Date	10/15/2019
Type	<input checked="" type="radio"/> Amount <input type="radio"/> Percent
Value	* <input type="text" value="100"/>