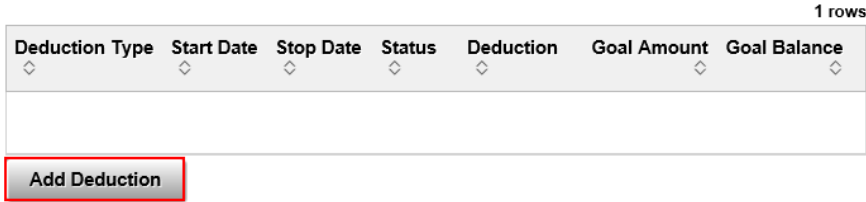
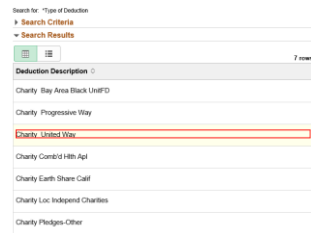




Using Add Buttons

Step	Action
1.	This topic demonstrates how to use Add buttons to add new and/or additional information to grids on fluid pages.
2.	<p>Here is an example of an Add button that displays when the grid in the information panel of a fluid page is empty.</p> <p>In this example, you will add a voluntary deduction.</p> <p>Note: Adding voluntary deductions is covered fully in the ePay portion of Employee of Self Service training.</p>
3.	<p>You have navigated to the Voluntary Deduction list page: Employee Self Service > Payroll > Payroll Self Service > Voluntary Deductions.</p> <p>You currently have no voluntary deductions. Use the Add Deduction button to begin the process of adding a voluntary deduction.</p> <p>Click the Add Deduction button.</p> 
4.	<p>Click the Look up *Type of Deduction button.</p> <p>Voluntary Deductions</p> <p>*Type of Deduction <input type="text"/></p>
5.	<p>Click the Charity United Way object.</p> 

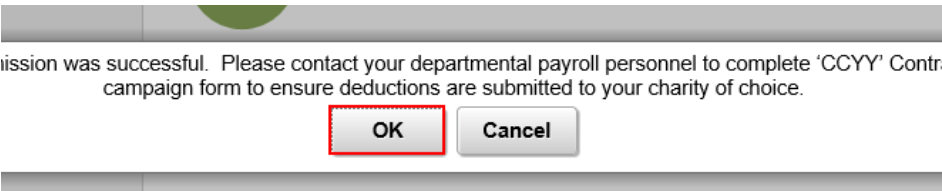

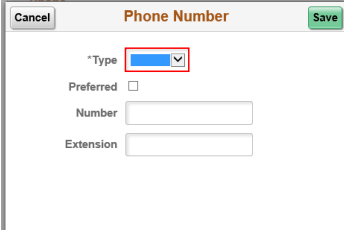


Step	Action
6.	<p>Click in the Enter Amount field.</p> <p>Use this field to indicate the amount you want deducted from your pay each month for this deduction.</p> <p>Voluntary Deductions</p> <p>*Type of Deduction <input type="text" value="Charity United Way"/> x Q</p> <p>Flat Amount Amount</p> <p>*Enter Amount <input type="text"/></p>
7.	<p>Enter the desired information into the Enter Amount field. Enter a valid value e.g. "25".</p> <p>*Type of Deduction <input type="text" value="Charity United Way"/> Q</p> <p>Flat Amount Amount</p> <p>*Enter Amount <input type="text"/></p>
8.	<p>Click in the Take deduction until I reach this Goal Amount field.</p> <p>Use this field to indicate the total amount you want to contribute as part of this deduction.</p> <p>Voluntary Deductions</p> <p>*Type of Deduction <input type="text" value="Charity United Way"/> Q</p> <p>Flat Amount Amount</p> <p>*Enter Amount <input type="text" value="25"/> x</p> <p>Take deduction until I reach this Goal Amount <input type="text"/></p>
9.	<p>Enter the desired information into the Take deduction until I reach this Goal Amount field. Enter a valid value e.g. "500".</p> <p>Voluntary Deductions</p> <p>*Type of Deduction <input type="text" value="Charity United Way"/> Q</p> <p>Flat Amount Amount</p> <p>*Enter Amount <input type="text" value="25"/></p> <p>Take deduction until I reach this Goal Amount <input type="text"/></p> <p>*Enter Deduction Start Date <input type="text"/> </p>

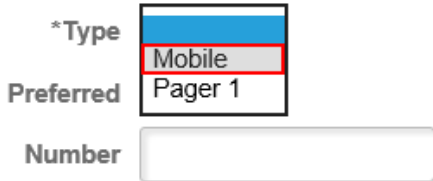
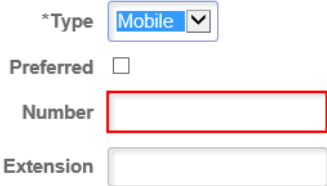
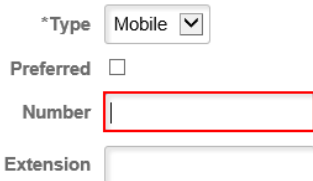
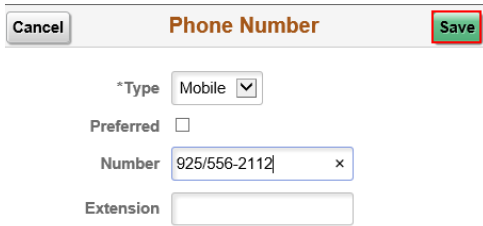


Step	Action
10.	<p>Click in the Enter Deduction Start Date field.</p> <p>Use this field to indicate the date on which you want the deduction to start.</p> <div>Voluntary Deductions *Type of Deduction <input type="text" value="Charity United Way"/> Flat Amount Amount *Enter Amount <input type="text" value="25"/> Take deduction until I reach this Goal Amount <input type="text" value="500"/> *Enter Deduction Start Date <input type="text"/> </div>
11.	<p>Enter the desired information into the Enter Deduction Start Date field. Enter a valid value e.g. "2/15/2017".</p> <div>Flat Amount Amount *Enter Amount <input type="text" value="25"/> Take deduction until I reach this Goal Amount <input type="text" value="500"/> *Enter Deduction Start Date <input type="text"/> </div>
12.	<p>The deduction must be processed by the payroll staff.</p> <p>Click the Submit button.</p> <div>Enter Deduction Stop Date <input type="text"/> (example: 12/31/2000) Current Balance 0.00 * Required Field Submit</div>
13.	<p>Note: because the deduction must be processed by the payroll staff or because the current payroll may already be in process, the deduction may not show up in your net paycheck.</p> <p>Click the OK button.</p> <div>Voluntary Deductions OK </div>



Step	Action
14.	<p>Click the OK button.</p> 
15.	<p>Note the Voluntary Deductions grid now displays the deduction information you just entered.</p> <p>You can use the Add Deduction button to add additional deductions of the same or other types.</p>
16.	<p>Here is an example of an Add button when the grid on the fluid page contains data. In this case, you will add an additional value.</p> <p>In this example, you will add additional phone number.</p> <p>Adding phone information is covered in the eProfile portion of Employee Self Service training.</p>
17.	<p>You have navigated to the Contact Details portion of the Personal Details page: Employee Self Service > Personal Details tile > Contact Information.</p> <p>Currently you have two phone numbers listed. You will use the Plus (Add Phone) button to add an additional phone number.</p> <p>Click the Add Phone button.</p> <p>Contact Details</p> <p>Phone</p> 
18.	<p>Click the Type list.</p> 



Step	Action
19.	<p>Click the Mobile list item.</p> 
20.	<p>Click in the Number field.</p> 
21.	<p>Enter the desired information into the Number field. Enter a valid value e.g. "925/556-2112".</p> 
22.	<p>Click the Save button.</p> 
23.	<p>Notice the system issues a message across the top of the page indicating that you have successfully added your mobile phone.</p> <p>Also notice that the Phone grid now lists three phone types including the phone you just added.</p>
24.	<p>End of Procedure.</p>