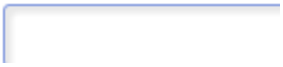
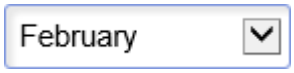
Using the Calendar button to select a date

Step	Action
1.	This topic demonstrates how to use the **Calendar** or **Choose a Date** button to select a date.
2.	For this topic, we will use the **Enter Deduction Start Date** field on the Voluntary deduction page: Employee Self Service > Payroll Tile > Voluntary Deductions > Add Deduction.
3.	First, you will use the **Choose a Date** button to select 3/15/2017.
4.	Click in the **Enter Deduction Start Date** field. 
5.	Click the **Choose a date** button.
6.	The **Calendar** page displays. The current date is selected. For this example the current date is 2/22/2017.
7.	Begin by changing the month from February to March. Click the **Month** drop down. 
8.	Click the **March** list item.
9.	Note: March now displays in the **Month** drop down. For this example you do not have to select a different year. If the date you want is in a different year from the current year (or the year displayed in the Year drop down, use the drop down to select the appropriate year. Next, select the day of the month. The current day (the 22nd) is currently selected. You must click on a day in the calendar in order to save the date you are entering.
10.	In this example, you want to select the 15th. Click **15.**

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11.	Notice the **Calendar** page closes and the date you selected, 3/15/2017, now displays in the **Enter Deduction Start Date f**ield.
12.	Next, you will use the **Choose a Date** button to change the date you just selected back to the current date, 2/2/2017.
13.	Click the **Choose a date** button.
14.	The **Calendar** page currently displays 3/15/2017, the date you just selected. You can use the **Current Date** link to select the current date.
15.	Click the **Current Date** link.
16.	Notice the **Enter Deduction Start Date** field now displays the current date, for this example 2/22/2017.
17.	**End of Procedure.**