



# Contra Costa County PeopleSoft Training

## Employee Self Service

### Quick Reference Guide

## Edit a Voluntary Deduction

1. Click the **Payroll** tile on the **Employee Self Service** home page.
2. Click the **Voluntary Deductions** link on the Actions panel
3. Click the **Edit** button
4. Enter information on the **Voluntary Deduction** page
  - ✓ **Deduction Amount**
  - ✓ **Deduction Goal**
  - ✓ **Deduction End Date (optional)**
5. Click the **Submit** button
6. Click the **OK** button on the **Confirm Submit** page
7. Click the **OK** button on the message page

## Note

Be sure to contract Payroll to get and submit the CCCYY Contra Costa County Charity Campaign form.

The screenshot illustrates the Oracle Employee Self Service interface for editing a voluntary deduction. It is divided into seven numbered steps:

- Step 1:** The **Payroll** tile is highlighted in the top navigation bar.
- Step 2:** The **Voluntary Deductions** link is highlighted in the left-hand Actions panel.
- Step 3:** The **Edit** button is highlighted in the top right corner of the **Voluntary Deductions List** table.
- Step 4:** The **Edit Voluntary Deductions** form is shown with the following fields highlighted:
  - Type of Deduction:** Charity Bay Area black UnitFD
  - Flat Amount:** Amount: 30.00
  - Take deduction until I reach this Goal Amount:** 1000.00
  - \*Enter Deduction Start Date:** 06/19/2017 (example: 12/31/2000)
  - Enter Deduction Stop Date:** (example: 12/31/2000)
- Step 5:** The **Submit** button is highlighted at the bottom of the form.
- Step 6:** The **OK** button is highlighted in the **Submit Confirmation** dialog box.
- Step 7:** The **OK** button is highlighted in the final confirmation message box.