

View Your Voluntary Deductions

Use this quick reference to: x View your voluntary deduction information online in the PeopleSoft system.

Reminders x Follow the navigation path **Home > Self Service > Employee > Tasks > Voluntary Deductions** to access your deduction information.

What types of deductions are considered voluntary?

- | | |
|--------------------|--------------------------------|
| x Parking | x Tuition loan payments |
| x Charitable gifts | x Union dues |
| x T-Pass | x Home and auto insurance fees |

A complete list of general deductions is available on ABLE at: <http://able.harvard.edu/hr-common/paycheck-deduction-codes.pdf>.

Section

Key Points

Screen Shot



Voluntary deductions (or general deductions) are deductions that employees elect to have withheld from their paychecks to pay for nonbenefit-related expenditures, such as charitable gifts, parking, monthly T-Passes, union dues, home and auto insurance fees, and tuition loan payments.

In the Voluntary Deduction section, you can view deduction information, including:

- x Deduction Type
- x Start Date (effective start date of the deduction)
- x Stop Date (effective date deduction will stop)
- x Status
- x Deduction (amount withheld from paycheck)
- x Goal Amount (total amount to be withheld)
- x Goal Balance (amount deducted to date)



This is a **view only** screen; no changes can be made to the data. If you need to make to a change to a deduction, contact the vendor directly. For example, if you need to cancel your T-Pass, contact Crosby Benefits, who will provide the information to Payroll to remove the deduction.