

View Your Voluntary Deductions

Use this quick reference to:

- View your voluntary deduction information online in the PeopleSoft system.

Reminders

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

What types of deductions are considered voluntary?

- Parking
- Charitable gifts
- T-Pass
- Tuition loan payments
- Union dues
- 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:

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

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
T-Pass Before Tax	10/04/2004		Current	\$26.40		0.00	Edit
T-Pass Non-taxable benefit-EE	10/04/2004		Current	\$17.60		0.00	Edit
United Way	01/01/2005		Current	\$20.00	\$240.00	\$20.00	Edit

Add Deduction