Benefits: Manage Your Voluntary Deduction(s)

Within Workday, you can manage your volunteer deductions through employee self-service (ESS) on your Pay dashboard. The process for managing Voluntary deductions is simplistic and intuitive!

MANAGE VOLUNTARY DEDUCTIONS

From Workday Search Bar:

1. Enter Voluntary Deductions in the search bar. Select Enter.
2. Select the Add button
3. Select a deduction
   a. Recurring Deduction – The amount selected will be an ongoing deduction from each paycheck until a change is processed. Ongoing donors are part of the Babson Defenders, our recurring donor society; helping to ensure a steady stream of income for the College. See image #1.
   b. One Time Deduction – The amount selected will be a one time deduction from your next paycheck. See image #2, see page 2.
4. Select the start date
5. Select the end date (if applicable)
6. Enter the dollar amount in the “Value” field.

ADDITIONAL DETAILS.

Once the voluntary deduction is pulled into our payroll system any edits, or corrections can only be completed by a member of the Benefits or Payroll Departments.

- One Time Deduction - Workday processes the deduction in full for the pay period or any subperiod that includes the Effective Date
  - Ongoing - Workday calculated the deduction in each pay period until either of these dates if they exist:
    o The End Date workers enter through ESS.
    o The Latest Take Effect Date.

Image #1:

Add Voluntary Deduction

Worker: Mark Roberts
Deduction: * Annual Giving
Frequency: One-time
Ongoing
Pay Cycle Frequency: Monthly
Start Date: 10/01/2019
End Date: MM/DD/YYYY
Next Payment Date: 10/15/2019
Type: Amount
Value: 25
Benefits:

Manage Your Voluntary Deduction(s)

Add Voluntary Deduction

Worker: Mark Roberts
Deduction: One Time Donation
Frequency: One-time
Date: 10/01/2019
Next Payment Date: 10/15/2019
Type: Amount
Value: 100