Background

Beginning March 18, 2015, you can manage your voluntary, charitable deductions through PeoplePortal Employee Self Service. Through your current payroll access, you can start, change or stop a voluntary deduction for:

- Ronald McDonald House
- United Way
- Gifts to LLUH

This new feature provides you the on-line convenience of managing your charitable contributions without submitting a request form to the Payroll department.

Instructions

- Sign In to PeoplePortal at https://peopleportal.llu.edu
- Locate: Employee Self Service > Payroll > Voluntary Deductions
Adding a Deduction

Select **Add Deduction** at the bottom of the screen

You will be redirected to the **Add Voluntary Deduction Set Up Screen**

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**Voluntary Deductions**

**Loma Linda Univ Health Services**

The following voluntary deductions are available via Self-Service:

- Ronald McDonald House
- United Way/Charity
- Gifts to LLUH

For other voluntary deductions, use the approved Employee Deduction Authorization form on VIP.

Review, add or update your voluntary deductions information.

<table>
<thead>
<tr>
<th>Deduction Type</th>
<th>Start Date</th>
<th>Stop Date</th>
<th>Status</th>
<th>Deduction</th>
<th>Goal Amount</th>
<th>Goal Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Add Voluntary Deduction**

- **Deduction** is for company:
  
  Loma Linda Univ Health Services

  *(to change company to a different employer than listed above, select the "Return to Voluntary Deductions" link below and click "Company" link on the top of the page)*

  - **Type of Deduction:**
    
    ![Image](image)

  - **Enter Amount to be deducted:**
    
    ![Image](image)

  - **Take deduction until I reach this Goal Amount:**
    
    ![Image](image)

  - **Enter Deduction Start Date:**
    
    ![Image](image)

  - **Enter Deduction Stop Date:**
    
    ![Image](image)

  - **Current Balance:**
    
    ![Image](image)

  - **Employee Authorization - REQUIRED**
    
    Voluntary payroll deductions are offered to employees as a matter of convenience. The employer reserves the right to change the requirements for participation in this program at any time and without advance notice.

    By checking the box below, you hereby acknowledge the following:

    I specifically, freely, unequivocally, and voluntarily request that the above deduction be taken from my paycheck.

    ![Image](image)

  - **Save**

  - **Return to Voluntary Deductions**
Select type of deduction.

Select a program(s) you are passionate about and the amount of your deduction that you would like allocated to each area.

To add an addition Fund, select the “+”.

Additional Instructions for Gifts to LLUH
The allocation amount(s) will automatically calculate the total amount to be deducted.

Enter deduction criteria.
Sign the Employee Authorization statement.

Click Save.
If save is successful, you will be redirected to the **Save Confirmation** screen.

## Editing a Deduction

From the **Voluntary Deduction Screen**, select **Edit**.

### Voluntary Deductions

Loma Linda Univ Health Services

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<tbody>
<tr>
<td>Gifts to LLUH</td>
<td>08/31/2015</td>
<td>Future</td>
<td>$150.00</td>
<td>$1000.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Ronald McDonald House</td>
<td>08/31/2015</td>
<td>Future</td>
<td>$5.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
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Add Deduction | Edit

Save Confirmation

The Save was successful.
However, due to timing, your change may not be reflected on the next paycheck.
Make desired edits and click **Save**.

If save is successful, you will be redirected to the **Save Confirmation** screen.
Stopping a Deduction

From the Voluntary Deduction Screen, select Edit.

To stop a deduction, enter a date in the Deduction Stop Date field. Click Save.
If save is successful, you will be redirected to the Save Confirmation screen.

Voluntary Deductions

Save Confirmation

The Save was successful.

However, due to timing, your change may not be reflected on the next paycheck.