

System: PeoplePortal

Topic: Voluntary Deductions

Action: How to set up voluntary deductions online

Effective Date: March 18, 2015

Last Revision: 08/31/15

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

The screenshot displays the PeoplePortal website interface. At the top, the logo reads "PEOPLEPORTAL" with the tagline "Connecting and supporting our people with access to information anytime, anywhere." Below the logo are navigation tabs for "Home", "Menus", and "Login". A secondary navigation bar includes "Content" and "Layout", along with the date "Fri, Mar 13, 15".

The main content area is divided into three sections:

- Employee Self Service:** This section is highlighted with a yellow background. A red arrow points to the "Employee Self Service" header. Below it, there are links for "Personal Information" (including Summary, Address, Phone Numbers, Email, Emergency Contacts, Marital Status, Name Change, Ethnic Groups, and Military or Education Changes) and "Payroll".
- Payroll:** This section is also highlighted with a yellow background. A red arrow points to the "Voluntary Deductions" link, which is further highlighted with a white box and a red arrow.
- Benefits:** This section contains links for "Benefits Information", "Benefits Summary", "Dependents and Beneficiaries", "Dependent/Beneficiary Info", "Insurance Summary", "Life Events", and "Benefits Enrollment".

On the right side of the page, there is a "Leave Management" section with links for "How to Request FMLA, PDL or other Legisla...", "Pay Codes and Legislative Leaves", "Quick Reference Guide to Legislative Leav...", "Legislative Leave Steps to Follow", "CareWorks USA video", "Employee's Guide to Reporting a Legislati...", "Questions & Answers on Legislative Abse...", and "Employee Rights and Responsibilities".

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Adding a Deduction

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

Voluntary Deductions

Loma Linda Unv 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.

Voluntary Deductions						
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance
				\$0.00	\$0.00	

Add Deduction

Voluntary Deductions
Add Voluntary Deduction

Deduction is for company:

Loma Linda Unv 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:

*Enter Amount to be deducted:

Take deduction until I reach this Goal Amount:

*Enter Deduction Start Date:

 (example: 12/31/2000)

Elections or changes submitted after Monday of the scheduled pay week may not take effect until the following pay period.

Enter Deduction Stop Date:

 (example: 12/31/2000)

Current Balance:

0.00

* Required Field

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.

Signature Indicator

Save

[Return to Voluntary Deductions](#)

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

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Select type of deduction.

Voluntary Deductions
Add Voluntary Deduction

Deduction is for company: Loma Linda Unv Health Services
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*Type of Deduction:

Click on the eyeglass icon to select the deduction

Voluntary Deductions
Add Voluntary Deduction

Deduction is for company: Loma Linda Unv 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: Ronald McDonald House

Deduction Frequency: 2nd paycheck of ea. month

Once a deduction type is selected, the deduction frequency (when the deduction will be taken from your paycheck) will appear.

Additional Instructions for Gifts to LLUH

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

Voluntary Deductions
Add Voluntary Deduction

Deduction is for company: Loma Linda Unv 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: Gifts to LLUH

I Would Like to Give to an Area I'm Passionate About			Find	First	1 of 1	Last
Fund	Allocation Amt	Specific Program (Optional)				

Contact the Philanthropy Department to establish a donor account for appropriate allocation of your funds.

Deduction Frequency: 1st and 2nd paycheck of ea. month

I Would Like to Give to an Area I'm Passionate About			Find	First	1 of 1	Last
Fund	Allocation Amt	Specific Program (Optional)				
1. Vision 2020	\$100.00					

Contact the Philanthropy Department to establish a donor account for appropriate allocation of your funds.

To add an additional Fund, select the "+".

I Would Like to Give to an Area I'm Passionate About			Find	First	1 of 1	Last
Fund	Allocation Amt	Specific Program (Optional)				
1. Vision 2020	\$100.00					

Contact the Philanthropy Department to establish a donor account for appropriate allocation of your funds.

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The allocation amount(s) will automatically calculate the total amount to be deducted.

Fund	Allocation Amt	Specific Program (Optional)
1. Vision 2020	\$100.00	
3. Children's Hospital	\$50.00	

*Enter Amount to be deducted: 150

Enter deduction criteria.

Voluntary Deductions
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:** Ronald McDonald House
Deduction Frequency: 2nd paycheck of ea. month

***Enter Amount to be deducted:**

Take deduction until I reach this Goal Amount:

***Enter Deduction Start Date:** 03/20/2015 (example: 12/31/2000)
Elections or changes submitted after Monday of the scheduled pay week may not take effect following pay period.

Enter Deduction Stop Date: (example: 12/31/2000)

Current Balance:

* Required Field

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Sign the Employee Authorization statement.

Voluntary Deductions
Add Voluntary Deduction

Deduction is for company: Loma Linda Unv Health Services
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***Type of Deduction:** Ronald McDonald House
Deduction Frequency: 2nd paycheck of ea. month

* Required Field

Employee Authorization - REQUIRED

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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.

Signature Indicator

Save

[Return to Voluntary Deductions](#)

Click Save.

Voluntary Deductions
Add Voluntary Deduction

Jenna Collins

Deduction is for company: Loma Linda Unv 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:** Ronald McDonald House
Deduction Frequency: 2nd paycheck of ea. month

* Required Field

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.

Signature Indicator

Save

[Return to Voluntary Deductions](#)

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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.



Editing a Deduction

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

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.

Voluntary Deductions						
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance
Gifts to LLUH	08/31/2015		Future	\$150.00	\$1000.00	\$0.00
Ronald McDonald House	08/31/2015		Future	\$5.00	\$0.00	\$0.00

Add Deduction



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Make desired edits and click **Save**.

The screenshot shows the 'Change Voluntary Deduction' form. It includes fields for 'Deduction is for company', '*Type of Deduction', '*Enter Amount to be deducted' (with a value of 5.00), 'Take deduction until I reach this Goal Amount', '*Enter Deduction Start Date' (03/20/2015), and 'Enter Deduction Stop Date'. A 'Current Balance' of 0.00 is also shown. A 'Save' button is at the bottom. Red boxes and arrows highlight the amount, goal amount, start date, and the 'Save' button. A text box says 'Make the desired changes to one or all of the marked areas.' A note below the start date reads: 'Elections or changes submitted after Monday of the scheduled pay week may not take effect following pay period.'

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

The screenshot shows the 'Save Confirmation' message. It features a checkmark icon and the text: 'The Save was successful. However, due to timing, your change may not be reflected on the next paycheck.' There is an 'OK' button at the bottom left.

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Stopping a Deduction

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

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Gifts to LLUH

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

Review, add or update your voluntary deductions information.

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
Gifts to LLUH	08/31/2015		Future	\$150.00	\$1000.00	\$0.00	Edit
Ronald McDonald House	08/31/2015		Future	\$5.00	\$0.00	\$0.00	Edit

[Add Deduction](#)

To stop a deduction, enter a date in the **Deduction Stop Date** field. Click **Save**.

Voluntary Deductions

Change Voluntary Deduction

Deduction is for company:

Loma Linda Unv Health Services
(to change company to a different employer than listed above, select "Change Company" link below and click "Company" link on the top of the page.)

*Type of Deduction:

Ronald McDonald House

Deduction Frequency: 2nd paycheck per month

Following pay period:

Enter Deduction Stop Date:

09/30/2015 (example: 12/31/2000)

Current Balance:

0.00

* Required Field

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.

Signature Indicator

[Save](#)

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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.

