

Step 1: Log into my.fscj.edu.

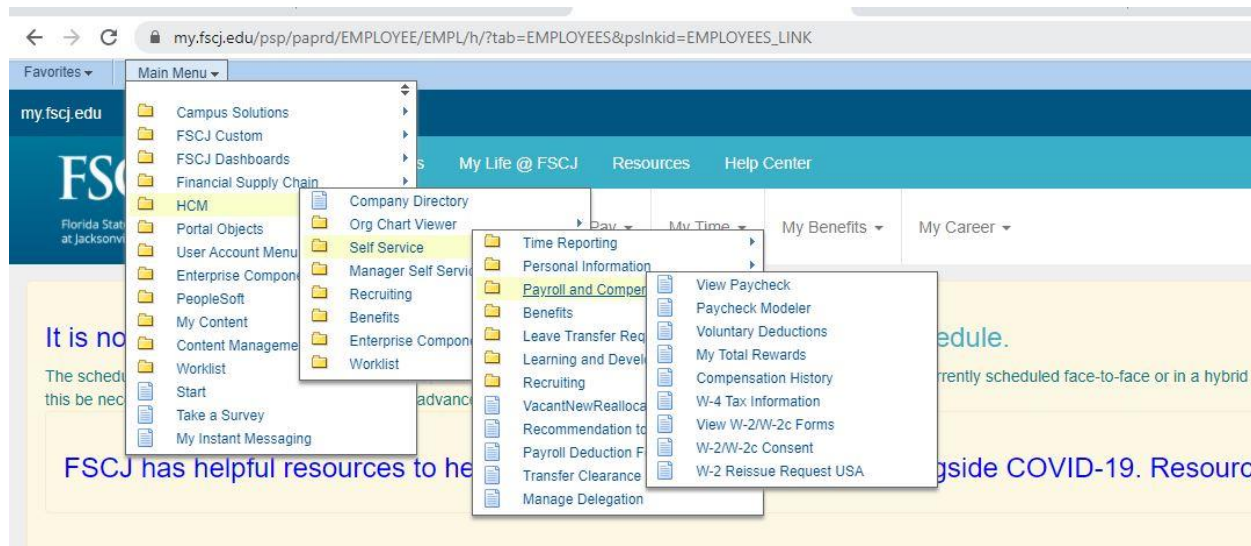
Step 2: Click on “Main Menu,” located on the top left of the page.

Step 3: Select “HCM” from the drop down menu.

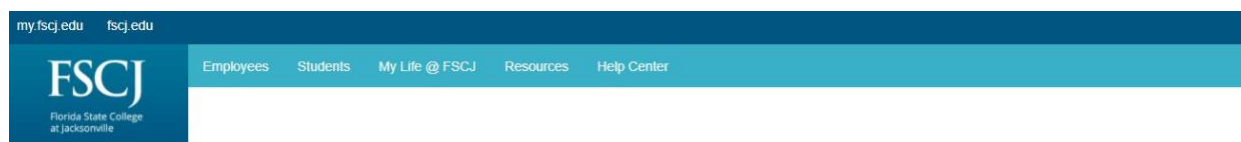
Step 4: Select “Self Service” from the drop down menu.

Step 5: Select “Payroll and Compensation” from the drop down menu.

Step 6: Select “Voluntary Deductions”



Step 7: Click “Add Deduction”



Voluntary Deductions

Danielle Thompson

FL State Coll at Jacksonville

Review, add or update your voluntary deductions information.

Voluntary Deductions

| Deduction Type | Start Date | Stop Date | Status | Deduction | Goal Amount | Goal Balance | |
|----------------|------------|-----------|-----------|-----------|-------------|--------------|-------------------------------------|
| Foundation | 02/11/2021 | | Currently | | | 0.00 | <input type="button" value="Edit"/> |

Step 8: Click on “Type of Deduction” Select “Foundation”.

The screenshot shows the 'Add Voluntary Deduction' form for Danielle Thompson at FSCJ. The form includes fields for: *Type of Deduction, *Select whether Deduction is a Flat Amount or Percent, *Enter Amount or Percent to be deducted, Take deduction until I reach this Goal Amount, *Enter Deduction Start Date, Enter Deduction Stop Date, and Current Balance (0.00). A modal window titled 'Look Up *Type of Deduction' is open, showing search results for 'Foundation' under the 'Deduction Description' header. The modal also has a 'Cancel' button and a 'Help' link.

Step 9: Type in the amount of your donation per pay period

Step 10: Select a start date.

Step 11: Click submit.

Please note: The ‘Goal Amount’ and ‘Stop Date’ are not required fields, but both can be selected.

The screenshot shows the 'Submit Confirmation' message. It includes a checkmark icon and the text: 'The Submit was successful. However, due to timing, your change may not be reflected on the next paycheck.' Below the message is an 'OK' button.

The next screen will show your “Submit Confirmation.”

Once submitted, please email Danielle.thompson@fsjc.edu to direct your gift.

Gifts that do not have a directed use will go to the FSCJ Foundation Unrestricted Fund.