

Step 1: Log into my.fscj.edu.

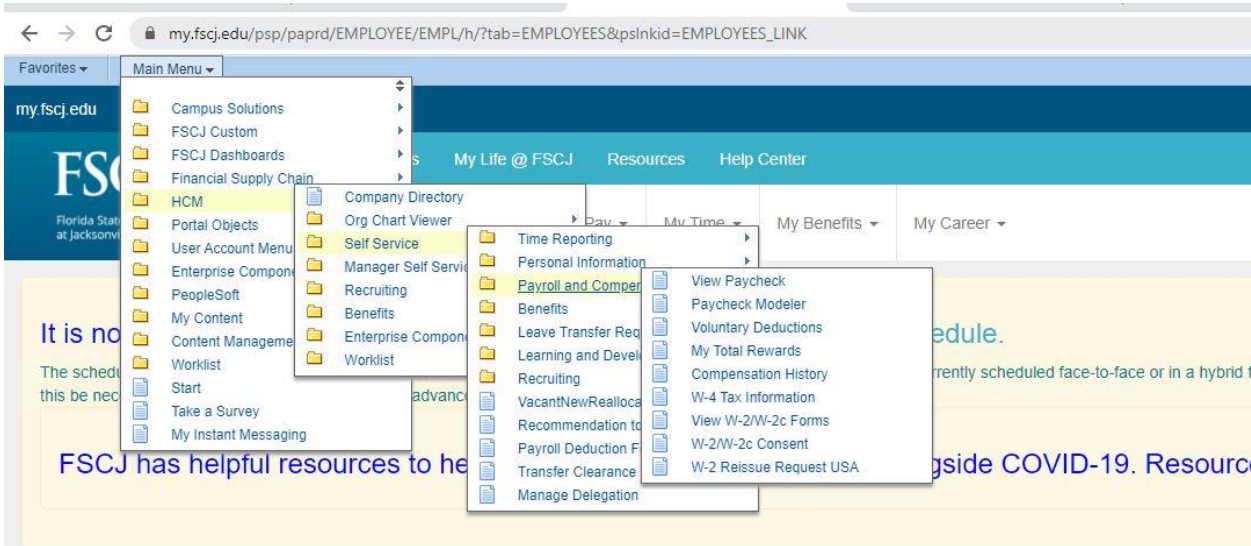
Step 2: Click on “Main Menu,” located on the top left of the page.

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

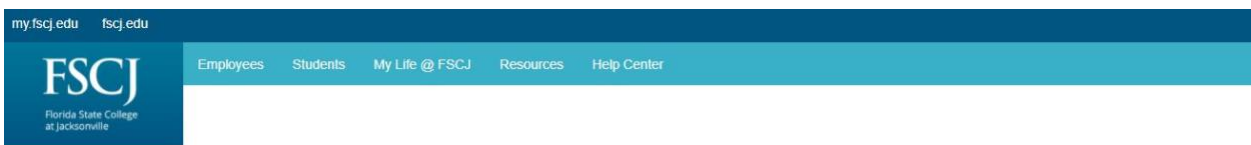
Step 4: Select “Self Service” from the drop down menu.

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

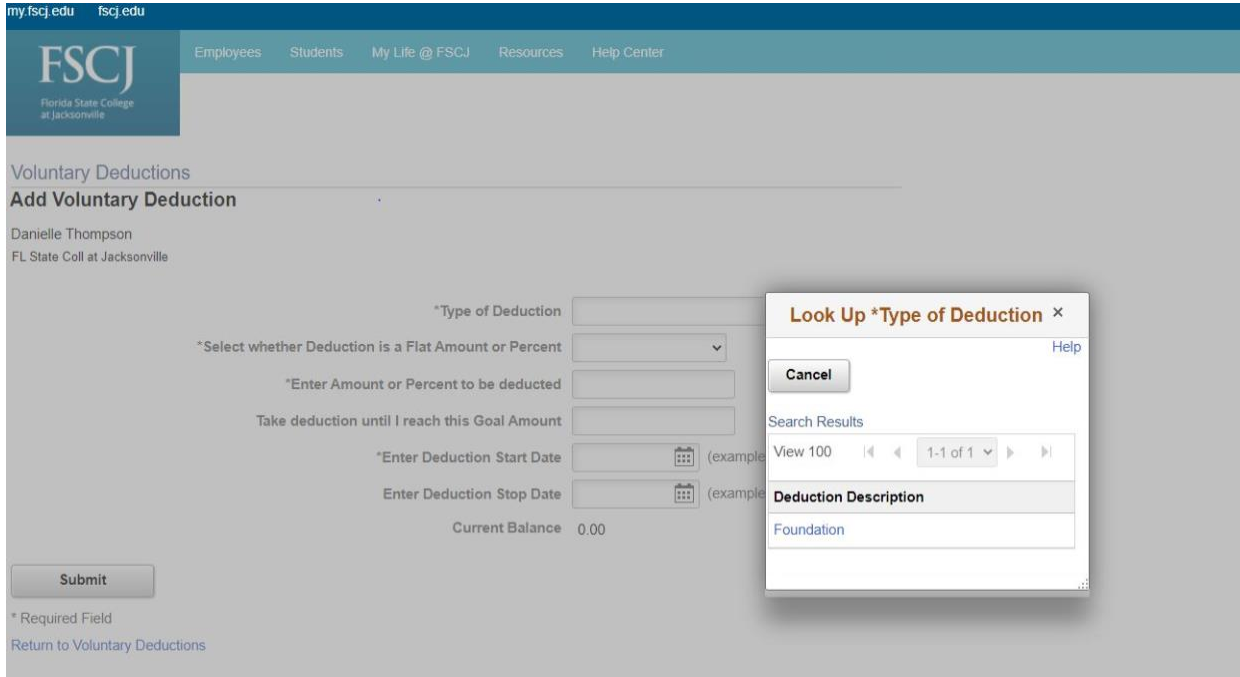
FL State Coll at Jacksonville

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”.

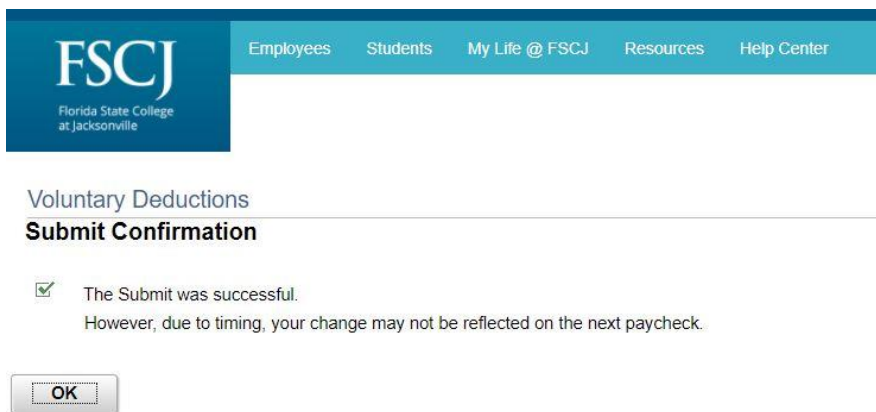


Step 9: Type in the amount of your donation per pay period

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 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.