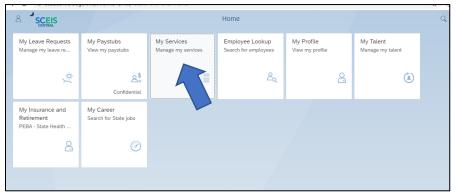


Entering Voluntary Deductions in SCEIS

1. Go to My Services, Manage my services

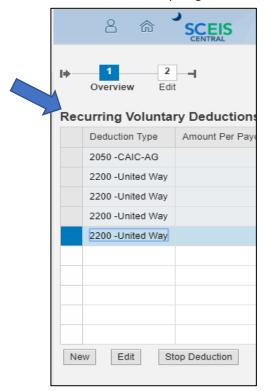


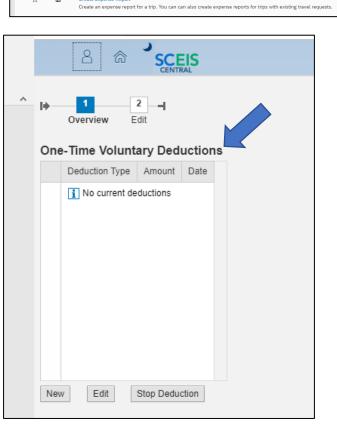
2. Select Voluntary Deductions



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- a. For first time donors select "New"
- b. For recurring donors to increase or edit their pledge, select "edit"





HOME - MY SERVICES MY WORKING TIME/LEAVE MY PAY ~ MY TRAVEL AND EXPENSES

Voluntary Deductions (One-Time) Create a one-time only deduction for a charity organization NOTE: Entries made here will be deducted one-time only.

W-4 Tax Withholding You can create, change, and display the information included on the W-4 form he

Maintain recurring deductions, such as charities, membership dues, credit union, and insurance. NOTE: Entries made here will be deducted from each paycheck.

(such as a bank or loan agency).

Create Expense Report

Withholdings (W-4)

Voluntary Deductions ☆

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