

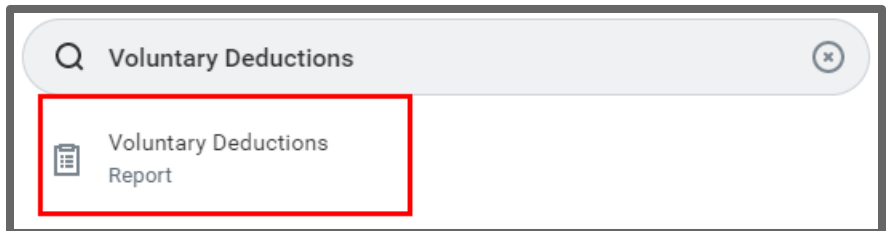
The UVA Employee Assistance Fund is a source of grants for UVA employees to help meet significant, unexpected, nonrecurring needs that cannot be funded by other resources. Donating to the fund is voluntary.

## Tasks

- [Add Voluntary Deduction](#)
- [Edit or Delete Voluntary Deduction](#)

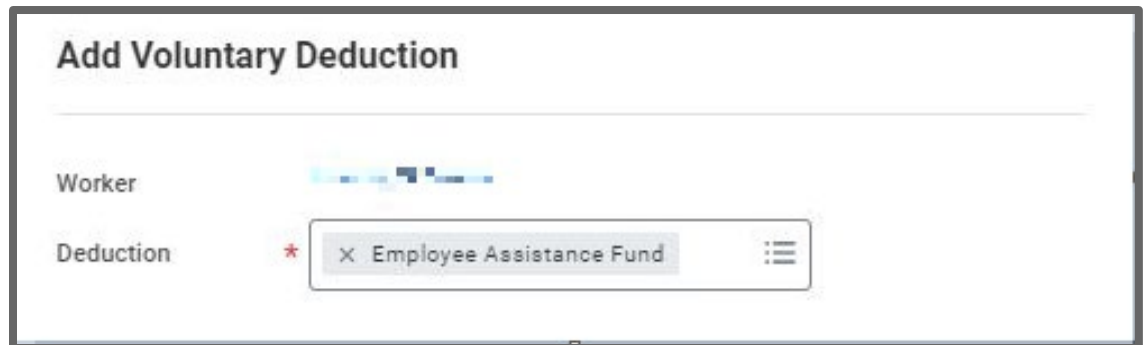
### Add Voluntary Deduction

1. From the search feature, enter 'Vol Ded' and click on the **Voluntary Deductions** report.



2. Click the **Add**  button.

3. In the **Deduction** field, use the prompt to select **UVA Employee Assistance Fund**.



- Next, select the **Frequency** of your donation. Is this a one-time donation or do you wish the donation to be Ongoing (multiple pay periods)?
- Enter the **Date** you would like to start the donation.
- If you chose **Ongoing** as the Frequency, you would see an option to enter an **End Date** for the deduction or leave it open-ended, which will go on until you decide to end it.
- The **Type** field will default to **Amount**.
- Enter the dollar amount you wish to donate in the **Value** field.
- Click the **OK** button.
- You will see a review of your request. Click the **Done** button.

Frequency	*	<input type="radio"/> One-time
		<input checked="" type="radio"/> Ongoing
Pay Cycle Frequency		Biweekly
Start Date	*	<input type="text" value="04/12/2021"/>
End Date		<input type="text" value="MM/DD/YYYY"/>
Next Payment Date		04/30/2021
Type	*	<input checked="" type="radio"/> Amount
		<input type="radio"/> Percent
Value	*	<input type="text" value="0"/>

Voluntary Deduction	
Worker	Sue Simpkins
Deduction	Employee Assistance Fund
Frequency	One-time
Start Date	10/12/2020
End Date	10/12/2020
Next Payment Date	(empty)
Type	Amount
Value	500

## Edit or Delete Voluntary Deduction

After clicking Done, you will see an option to **Edit** your deduction or **Delete** the deduction. Use the Edit button to change the details of the deduction, the Delete button to remove or end the deduction.

Deduction	Start Date	End Date	Frequency	Input Type	Value	Next Payment Date	
UVA Employee Hardship Fund	09/28/2020	09/28/2020	One-time	Amount	500		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1. You clicked the **Delete** button.
2. Click the **OK** button to confirm you wish to delete the deduction.

### Delete Voluntary Deduction

Are you sure you want to delete this voluntary deduction?

Worker	Sue Simpkins
Deduction	Employee Assistance Fund
Frequency	One-time
Start Date	01/04/2021
End Date	01/04/2021
Next Payment Date	01/22/2021
Type	Amount
Value	500