



### 1.2 Change a Voluntary Deduction

Step	Action
1.	Navigate to Peoplesoft Self Service at <a href="http://employee.cabq.gov">http://employee.cabq.gov</a>
2.	Sign in to Peoplesoft: Enter your User ID into the <b>User ID</b> field.
3.	Press <b>[Tab]</b> to go to the <b>Password</b> field.
4.	Enter your password into the <b>Password</b> field.
5.	Click on the <b>Sign In</b> button.
6.	On the <b>Home Page</b> under the Employee Self Service menu, click on the <b>Voluntary Deductions</b> .
7.	Click on the <b>Edit</b> button next to an existing account to change the amount.
8.	Change the <b>Enter Amount to Be deducted</b> box as desired. You are only allowed to enter an amount.
9.	Change the <b>Take deduction until I reach this Goal Amount</b> box as desired.
10.	Change the <b>Enter Deduction Stop Date</b> box as desired.
11.	Once you have made all the necessary changes, click <b>Submit</b> .
12.	You will receive a message that confirms that your changes were submitted.
13.	Click <b>OK</b>
14.	You will be returned to your Voluntary Deductions page
15.	If you wish to add a deduction Click on <b>Add Deduction</b> button at the bottom of the page
16.	Click on the <b>Looking Glass</b> next to Type of Deduction. Select the type you wish to add. (United Way...)
17.	Click in the <b>Enter Amount to be deducted</b> box and enter the amount you wish to have deducted
18.	Click in <b>Take Deduction until I reach this Goal Amount</b> box and enter the total you would like to contribute. (If you entered \$10.00 in the Amount to be deducted, you would enter \$260.00 here. That would be \$10.00 for 26 pay periods)
19.	Click in the <b>Enter Deduction Start Date</b> box and enter the date you have agreed to start your deduction.
20.	Click in the <b>Enter Deduction Stop Date</b> box and enter the date you have agreed to stop your deduction.
21.	Click <b>Submit</b>
22.	You will receive a message that confirms that your changes were submitted.
23.	Click <b>OK</b> .
24.	You will be returned to your Voluntary Deductions page
25.	Repeat process to edit or add other deductions.
26.	If you have completed all your changes click on <b>HOME</b> at the top right of your page
27.	<b>End of Procedure.</b>