

Voluntary Deductions

Step 1. Log into Employee Self Service (<https://portal.adp.com>)

Step 2. Click on the Money Tab

Step 3. Click on Voluntary Deductions

The voluntary deductions page displays the voluntary deductions currently in effect. Employees can also ADD, CHANGE, SET GOAL AMOUNT or END deductions for the Sodexo Foundation or the Sodexo Employee Disaster Relief Fund.

To ADD To **ADD** a new deduction for The Sodexo Foundation or The Sodexo Employee Disaster Relief Fund, click Add New (Figure 1.0).

Figure 1.0

The screenshot shows the 'Voluntary Deductions' page header with a question mark icon. Below the header is a text block explaining the page's purpose and providing contact information for questions. A note states that most 401K deductions are not visible on this page. Below this is a table with five columns: 'Deduction Description', 'Withholding Amount', 'Withholding Percent', 'Deduction Goal Target', and 'Deduction Goal Total Withheld'. A red 'Add New' button is located below the table.

Voluntary Deduction set-up screen (Figure 2.0)

- A. Select the deduction from the Deduction drop down list
- B. Enter the dollar amount in the Deduction Amount field.
 - The Deduction Amount is a per paycheck amount. (For example, an entered amount of \$20.00 will deduct \$20.00 from each paycheck.)
 - Deduction Amounts can only be entered as a dollar amount (\$), not a percentage (%).
- C. Check the "Please Agree to the Following" check box.
- D. Click SAVE

Figure 2.0

The screenshot shows the 'Voluntary Deductions' page header with a question mark icon. Below the header is a text block instructing the user to enter deduction information and noting that amounts are per paycheck. A 'Click Save to record your changes.' instruction is followed by a form with two rows: 'Deduction:' with a dropdown menu and 'Deduction Amount:' with radio buttons for 'Amount' and 'Percent' and a text input field containing '0'. Below the form is a 'Please Agree to the Following:' section with a checkbox and a paragraph of text. At the bottom are three buttons: 'Save', 'Cancel', and 'Reset'.

To CHANGE, SET GOAL AMOUNT or END To **CHANGE, SET GOAL AMOUNT or END** a deduction, click the appropriate underlined deduction description (Figure 3.0). *Those deductions which are not underlined may not be maintained within Self Service.*

Figure 3.0

Voluntary Deductions ?

This page displays the voluntary deductions currently in effect. To stop or change a deduction, click the appropriate underlined deduction description, which will take you to the Update Voluntary Deduction page. Those deductions which are not underlined may not be maintained within self service, contact ADP at 1.877.729.7396 or your supervisor or HR office if you have questions about these deductions.

At this time, most 401K deduction will not appear on this page.

To add a new deduction for The Sodexo Foundation or The Sodexo Employee Disaster Relief Fund, click Add New.

Deduction Description	Withholding Amount	Withholding Percent	Deduction Goal Target	Deduction Goal Total Withheld
<u>Disaster Relief Fund</u>	5.00	0.00%	0.00	0.00
<u>SDH Foundation</u>	10.00	0.00%	0.00	0.00

Update Voluntary Deductions page (Figure 4.0)

- A. To CHANGE a per paycheck Deduction Amount, enter the new amount in the Deduction Amount Field.
- B. To CREATE a Deduction Goal, enter the Goal Amount in the Deduction Goal Amount field. The per paycheck deductions will stop once the deduction goal is met..
- C. To END a deduction, enter a Deduction End Date. The Deduction End Date must be a current or future date.
- D. Check the "Please Agree to the Following" check box,
- E. Click SAVE.

Figure 4.0

Voluntary Deductions ?

Enter deduction information in the following fields. Click Save to record your changes. Select an end date to terminate this deduction.

Deduction: ▶ SDH Foundation

Deduction Amount: ▶ Amount: Percent:

A goal amount will automatically stop a deduction after the goal dollar amount is reached. Checking the restart goal box will reset the collected balance to zero and restart the accumulation toward the goal amount indicated. Entering a new goal amount will also reset the accumulation towards goal to zero.

Deduction Goal Amount:

Total Goal Withheld: 0

Restart Goal:

Deduction End Date:

Please Agree to the Following:

I authorize ADP, Inc. to make the payroll deductions from these selections. The elections I make will be in effect, unless superseded by law, based on the published pay periods. In the unlikely event of an error, I authorize ADP, Inc. to make adjustments to correct the error.