

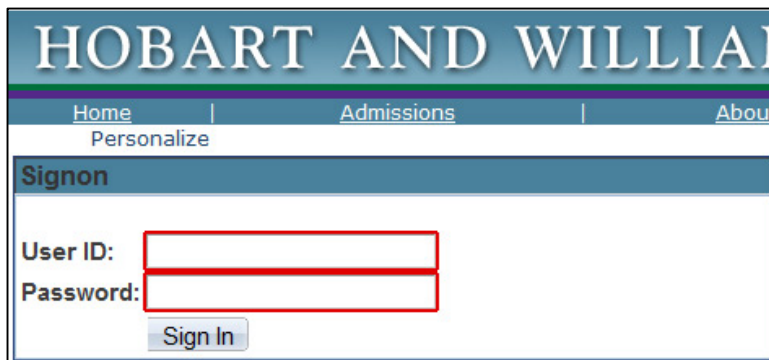
Employee Self Service

Adding a OneCard Deduction

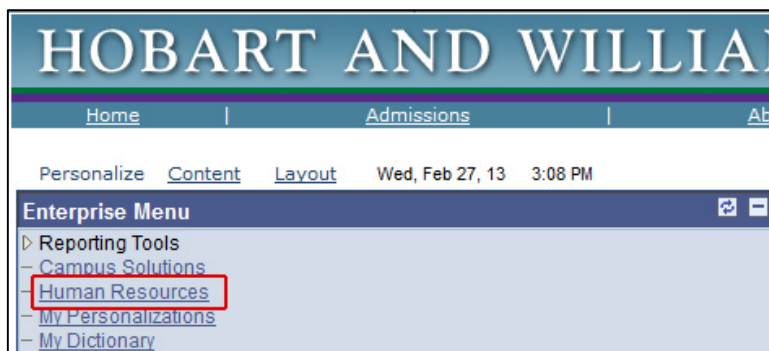
Hobart and William Smith Colleges seek to provide employees with access to their personal information. Through self service you may add, modify, or remove a deduction from your paycheck to your OneCard Community Cash account. Community Cash funds may be used on- or off-campus.

To add a OneCard Deduction:

1. Log in to PeopleSoft Portal at <http://hwsportal.hws.edu> using your HWS username and password

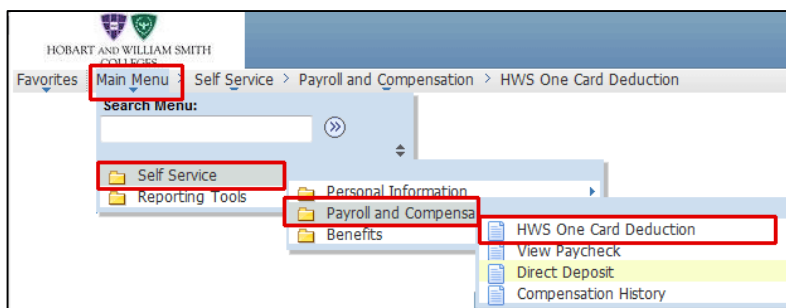


2. On the portal page, click **Human Resources**



3. On the menu, click **Main Menu > Self Service > Payroll and Compensation > HWS One Card Deduction**

Your current OneCard deduction information will be shown.



Employee Self Service

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4. Click Add Deduction

Favorites | Main Menu > Self Service > Payroll and Compensation > HWS One Card Deduction

OneCard Deduction

Hobart & William Smith

Review, add or update your OneCard deduction information.

Deduction Type	Deduction Code	Start Date	Stop Date	Status	Deduction

Add Deduction

On the Add OneCard Deduction screen, asterisks indicate required fields (amount and start date).

5. Enter the **flat amount to be deducted per pay period**

6. Use the calendar to enter the **deduction start date**

Enter the current date or a date in the future; deductions will begin on the following pay date.

7. If desired, use the calendar to enter the **deduction stop date**

8. Click **Submit**

9. On the Submit Confirmation page, click **OK**

This deduction may be changed or cancelled at any time, using the same process.

OneCard Deduction

Add OneCard Deduction

Hobart & William Smith

OneCard Deduction:

*Enter Flat Amount to be deducted per pay period:

*Enter Deduction Start Date: (example: 12/31/2000)

Enter Deduction Stop Date: (example: 12/31/2000)

I authorize the Payroll Office to deduct the following amount each payroll to be applied to my OneCard COMMUNITY CASH Account. I understand that this amount may be changed or cancelled at any time by submitting another OneCard Payroll Deduction Authorization Form.

Submit

PLEASE NOTE: Refund Policy

* Required Field **When your employment terminates with HWS Colleges, any COMMUNITY CASH account with a balance of \$5 or higher will be eligible for a refund provided you complete the OneCard Refund Request Form.**

OneCard Deduction

Submit Confirmation

The Submit was successful.

OK However, due to timing, your change may not be reflected on the next paycheck.

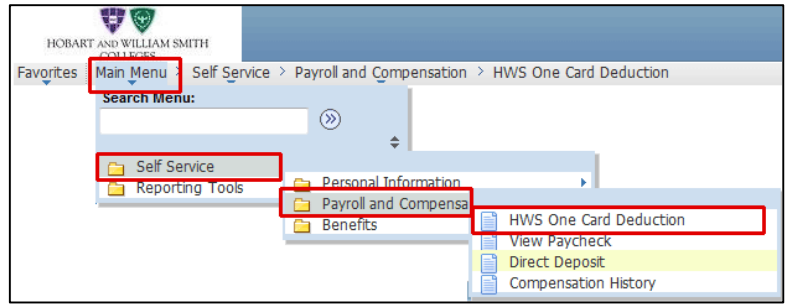
Please note: any money added to your OneCard as COMMUNITY CASH must be spent; it may not be refunded unless your employment terminates (and at that point, you will be refunded amounts more than \$5 if you complete the OneCard Refund Request Form).

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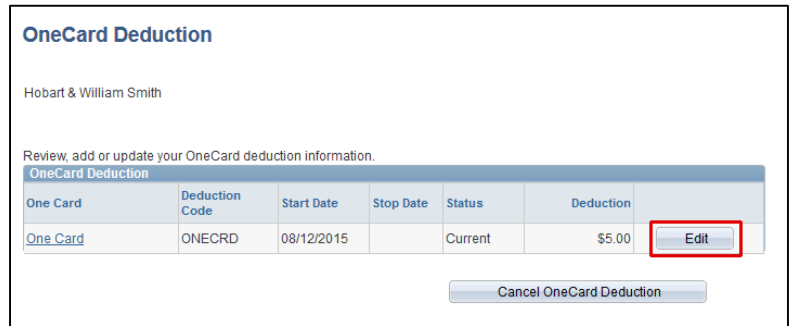
To modify an existing OneCard deduction:

1. Use the above instructions to log in to **PeopleSoft Portal**, open **Human Resources**, and navigate to **Main Menu > Self Service > Payroll and Compensation > HWS One Card Deduction**

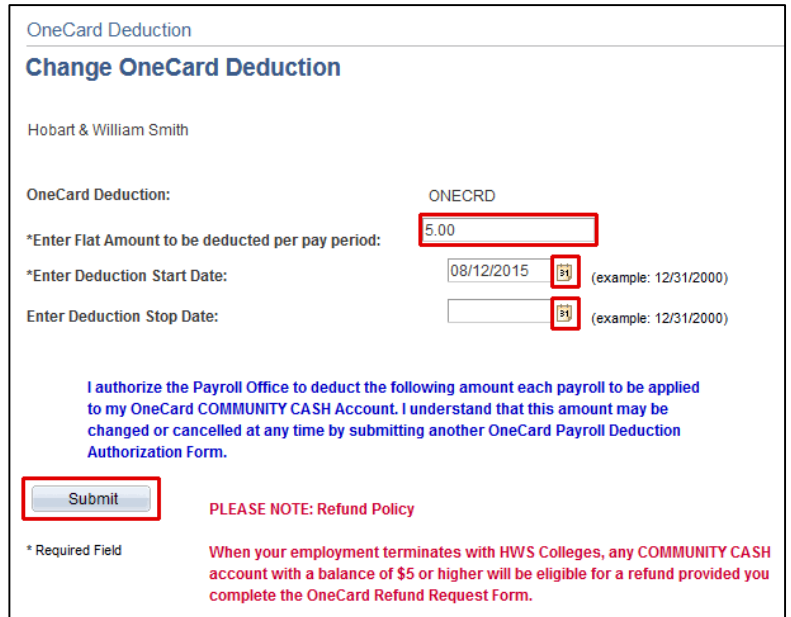


Your current OneCard deduction information will be shown.

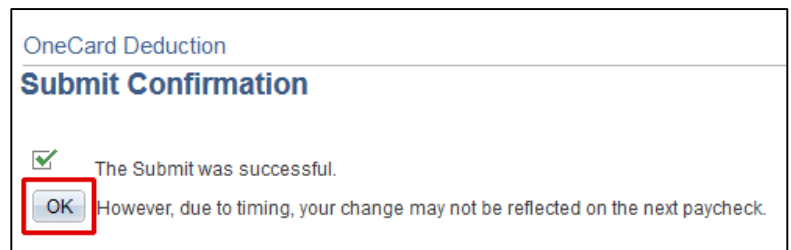
2. On the OneCard Deduction page, where your deduction is shown, click **Edit**



3. In the appropriate fields, enter a new flat amount, or use the calendar to change the start or stop dates for your deduction
4. When finished, click **Submit**



5. On the Submit Confirmation page, click **OK**

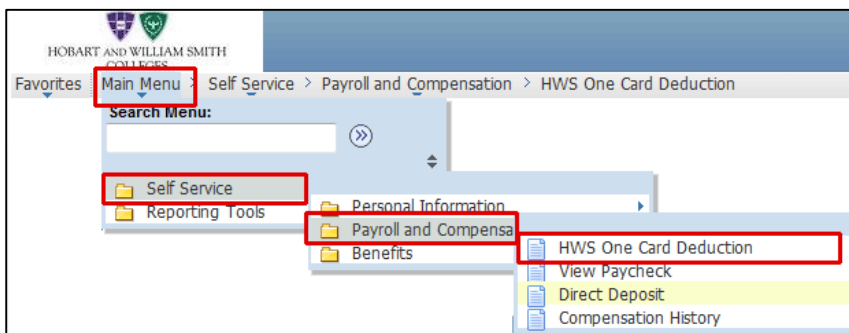


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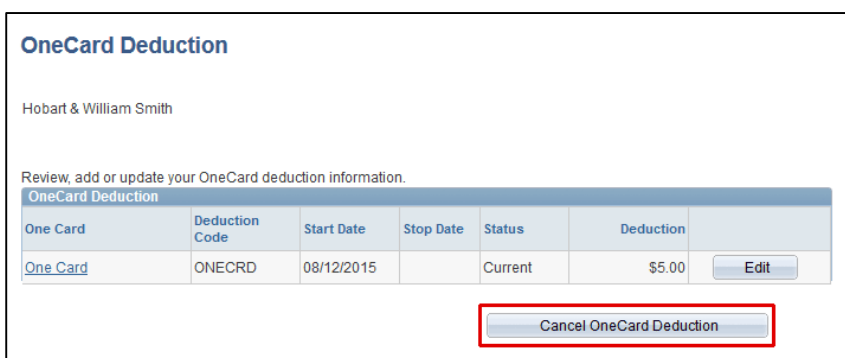
To remove an existing OneCard deduction:

1. Use the above instructions to log in to **PeopleSoft Portal**, open **Human Resources**, and navigate to **Main Menu > Self Service > Payroll and Compensation > HWS One Card Deduction**

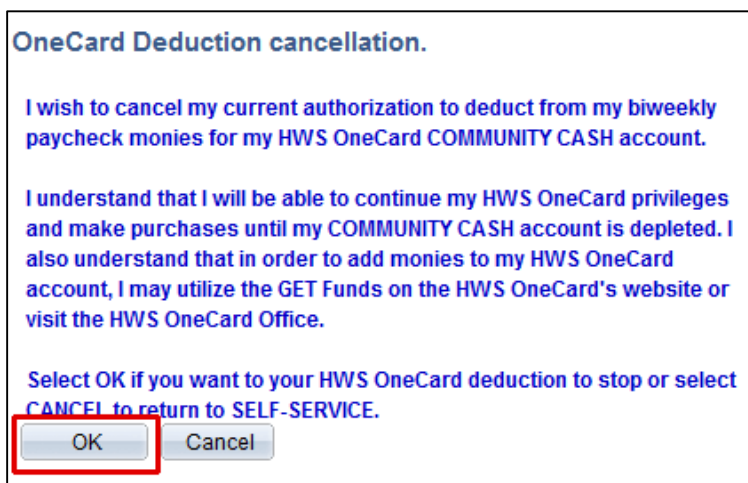


Your current OneCard deduction information will be shown.

2. On the OneCard Deduction page, where your deduction is shown, click **Cancel OneCard Deduction**



3. On the OneCard Cancellation page, click **OK**



If you have any trouble with the above process, please contact the Help Desk in the Library Learning Commons or 315-781-4357 (ext. 4357/HELP on campus) or helpdesk@hws.edu.