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](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.
4. Click 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.

*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).
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
Employee Self Service
Adding a OneCard Deduction

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.