

# Voluntary Payroll Deduction Instructions

1. Log on to MARS and click on the **Payroll and Compensation** quick link.

**Employee Self Service ▾**

**News and Announcements**  
**Patient Satisfaction Bonus**  
Nov 2022 bonuses are being distributed to all *eligible* employees on Nov 01.  
[Click here for more information.](#)

• •

**BRAVO**  


**Payroll and Compensation**  
  
Last Pay Date **11/10/2022**

2. Click on **Voluntary Deductions**.

**Total Rewards**  


**Compensation History**  


**Voluntary Deductions**  


# Voluntary Payroll Deduction Instructions

3. Click on the **Add Deduction** button.

## Voluntary Deductions

Jane Smith

The Methodist Hospital

Review, add or update your voluntary deductions information.

### Voluntary Deductions

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	

Add Deduction

# Voluntary Payroll Deduction Instructions

4. Fill out the required fields. All required fields will have an asterisk (\*).

## Voluntary Deductions

### Add Voluntary Deduction

Jane Smith

The Methodist Hospital

\*Type of Deduction  

\*Select whether Deduction is a Flat Amount or Percent

\*\* Enter Bi-weekly amount to be deducted

Take deduction until I reach this Goal Amount

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

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

Current Balance 0.00

#### Type of Deduction

Click on the magnifying glass in the right side of the box to see the options. Select *Employees Helping Employees*.

#### Select whether Deduction is a Flat Amount or Percent

Currently, you may only select a flat dollar amount.

# Voluntary Payroll Deduction Instructions

4. Fill out the required fields. All required fields will have an asterisk (\*).

## Voluntary Deductions

### Add Voluntary Deduction

Jane Smith

The Methodist Hospital

\*Type of Deduction  

\*Select whether Deduction is a Flat Amount or Percent

\*\* Enter Bi-weekly amount to be deducted

Take deduction until I reach this Goal Amount

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

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

Current Balance 0.00

Enter Bi-weekly amount to be deducted  
Enter the actual dollar amount you wish to donate from your biweekly paycheck.

Take deduction until I reach this Goal Amount

Use this option if you have a total goal amount in mind, but you wish to deduct it over time.

For example, if you want to contribute \$100 and have \$5 taken out per pay period, you would specify the following:

1. Enter the amount you would like to be deducted each pay period (in this case, \$5) in the **Enter Bi-weekly amount to be deducted** box.
2. Enter \$100 in the **Take deduction until I reach this Goal Amount** box.

# Voluntary Payroll Deduction Instructions

4. Fill out the required fields. All required fields will have an asterisk (\*).

## Voluntary Deductions

### Add Voluntary Deduction

Jane Smith

The Methodist Hospital

\*Type of Deduction  

\*Select whether Deduction is a Flat Amount or Percent

\*\* Enter Bi-weekly amount to be deducted

Take deduction until I reach this Goal Amount

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

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

Current Balance

#### Enter Deduction Start Date

The start date has to be a future date.  
Type in the next or future payroll date.  
[CLICK HERE TO VIEW PAYROLL SCHEDULE](#)  
The deduction will start on the pay period inputted.

#### Enter Deduction End Date

If you would like to make your deduction over time and have it stop on a certain date, specify it here. In order for the deduction request to be valid, please be sure that your Deduction Stop Date is at least 60 days after your Deduction Start Date.

# Voluntary Payroll Deduction Instructions

4. Fill out the required fields. All required fields will have an asterisk (\*).

## Voluntary Deductions

### Add Voluntary Deduction

Jane Smith

The Methodist Hospital

*Type of Deduction	Employees Helping Employees	<input type="button" value=""/>
*Select whether Deduction is a Flat Amount or Percent	Amount	<input type="button" value=""/>
** Enter Bi-weekly amount to be deducted	5	
Take deduction until I reach this Goal Amount	100	
*Enter Deduction Start Date	05/06/24	<input type="button" value=""/> (example: 12/31/2000)
Enter Deduction Stop Date	01/31/25	<input type="button" value=""/> (example: 12/31/2000)
Current Balance	0.00	



Once all updates are made,  
click the **Submit** button.