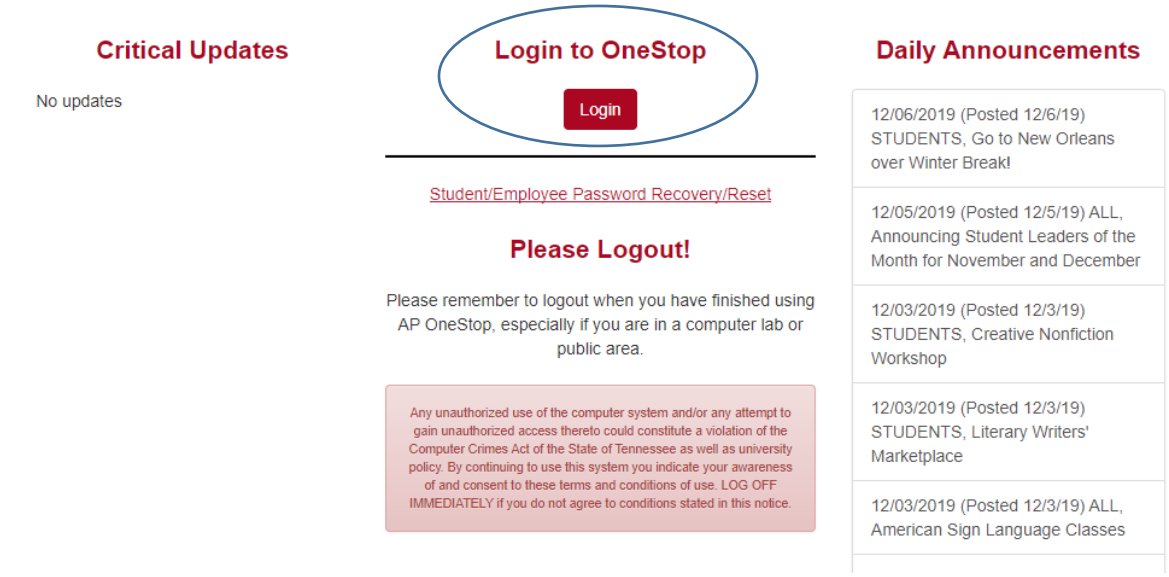
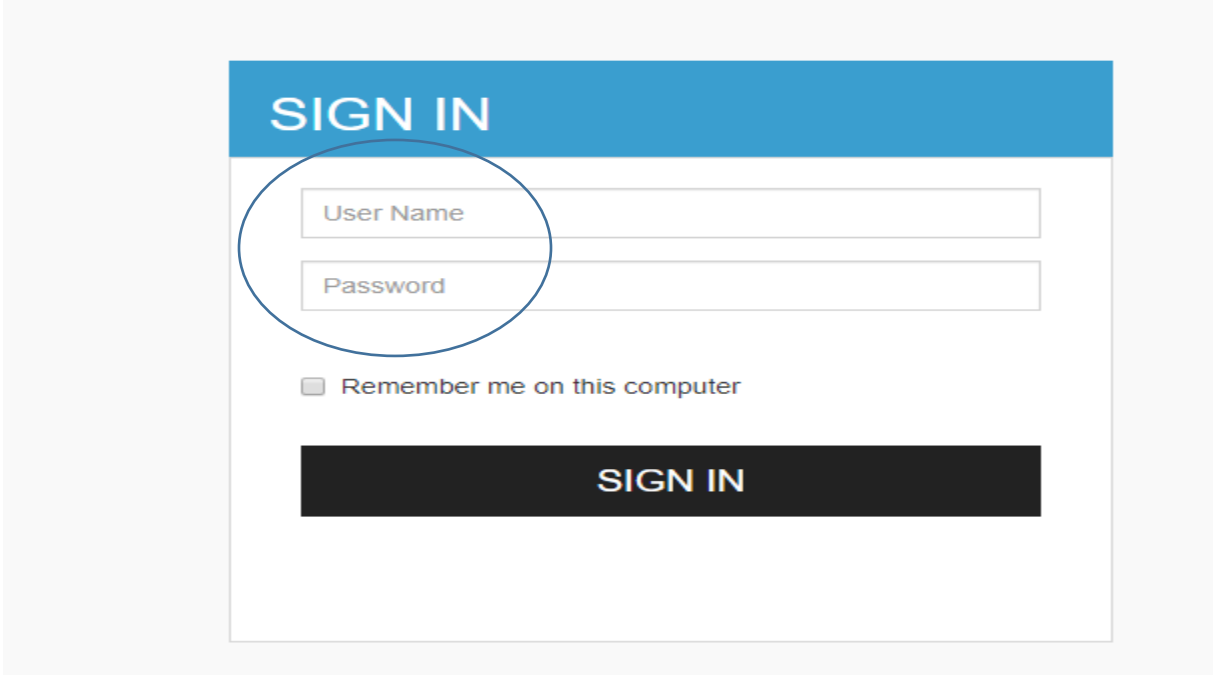
**To setup a deduction**

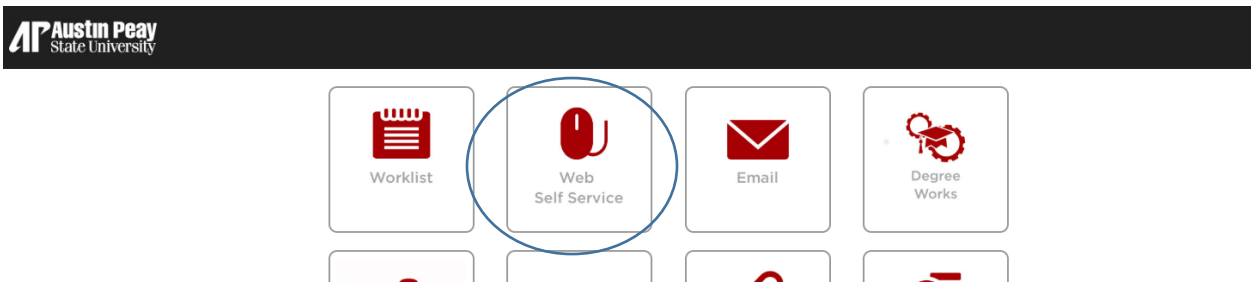
1. Login to one-stop



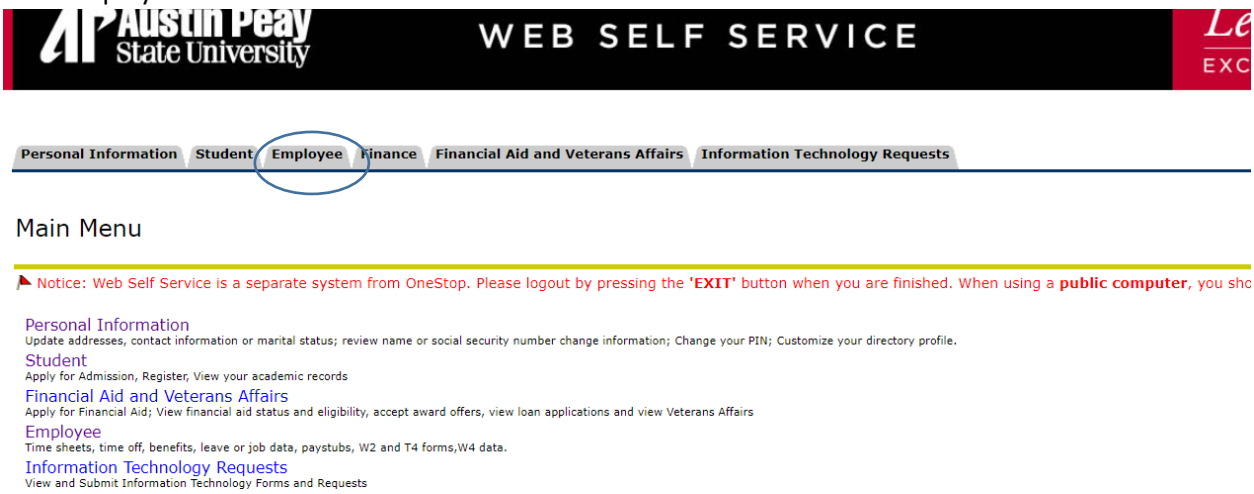

2. Enter User name and password



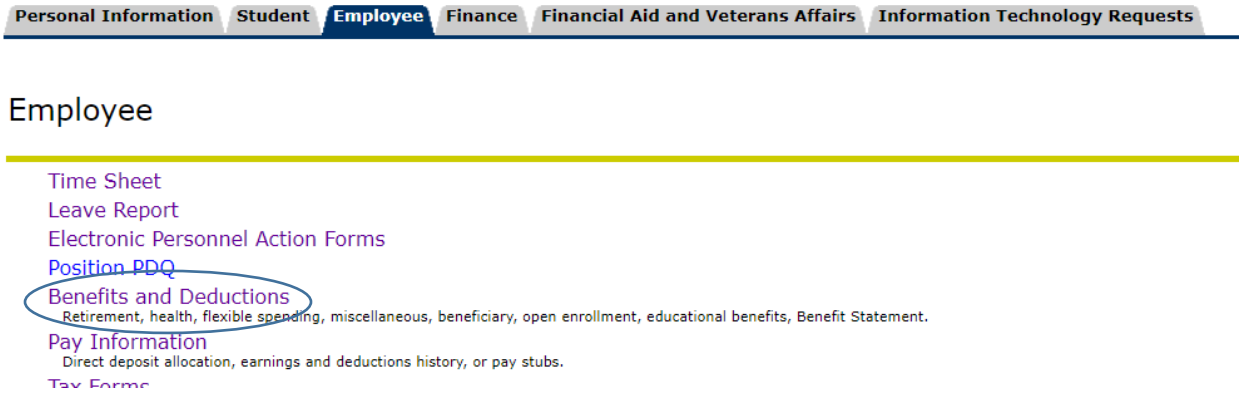

3. Click Web Self-service



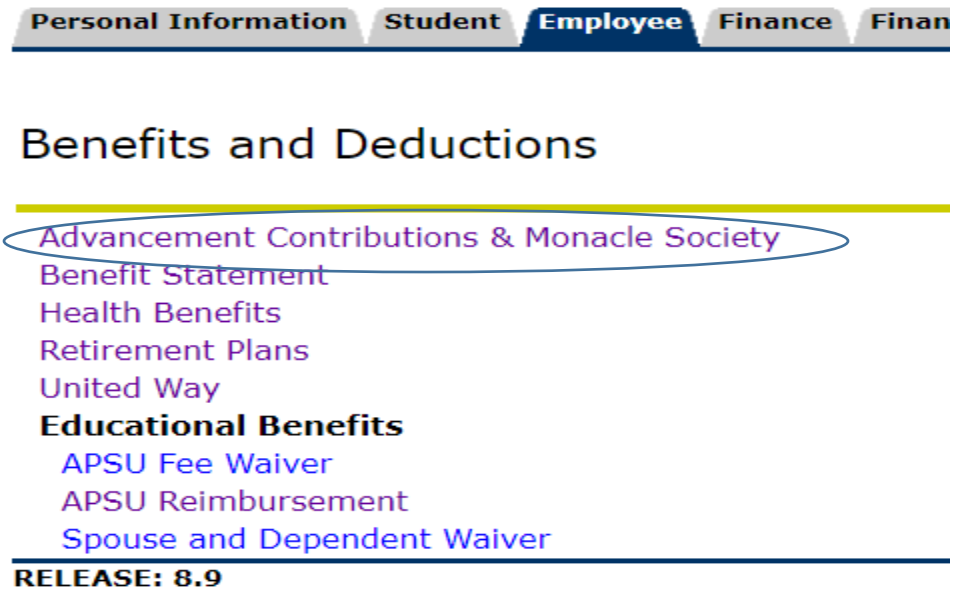
4. Click Employee Tab



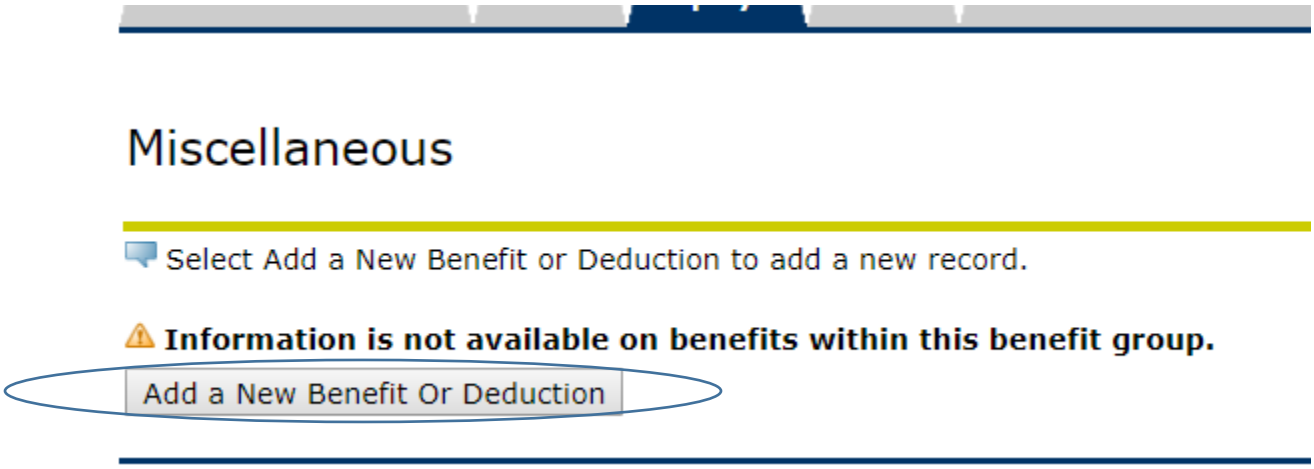

5. Click Benefits and Deductions



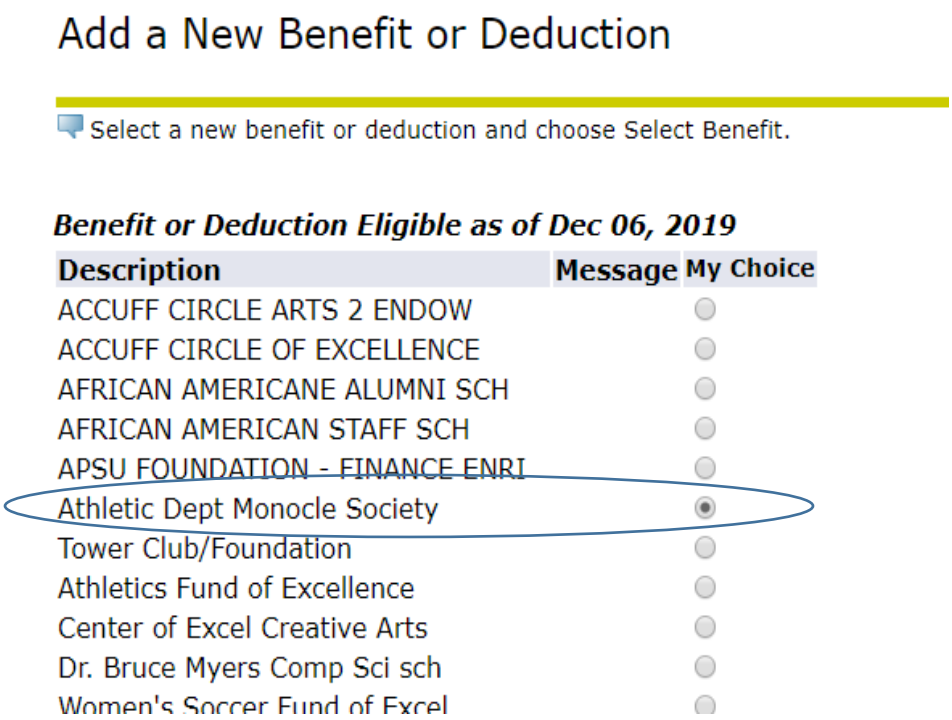

6. Click Advancement Contributions & Monacle Society



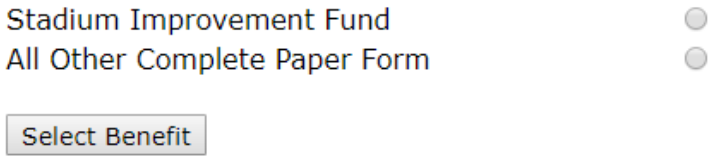
7. Click Add a New Benefit or Deduction



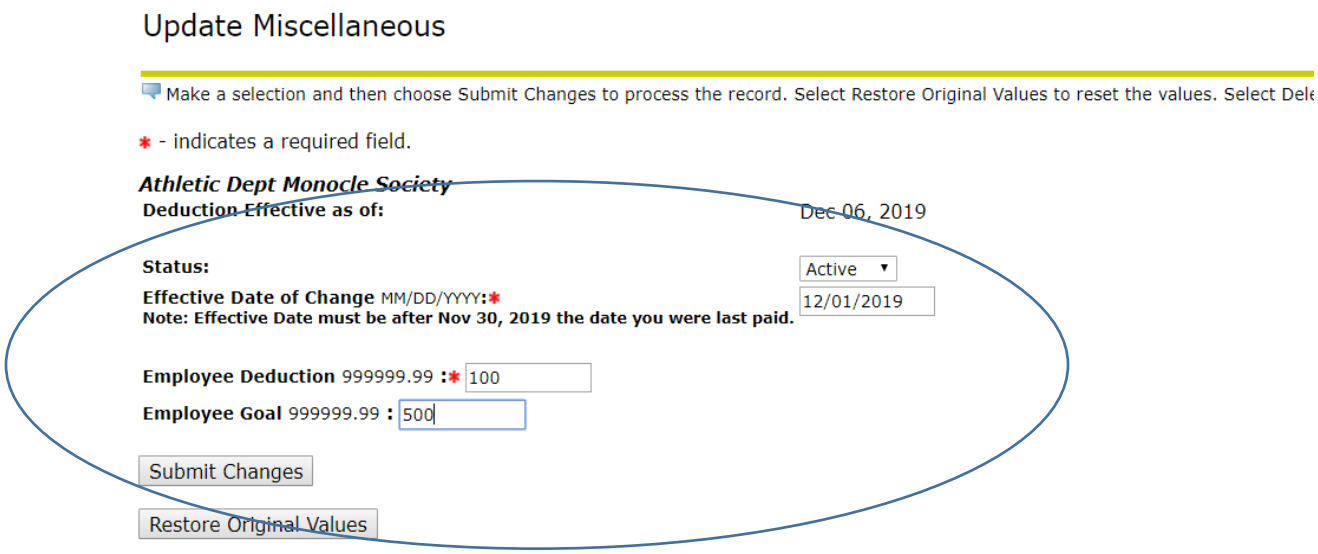

8. Select the Fund you would like to contribute to



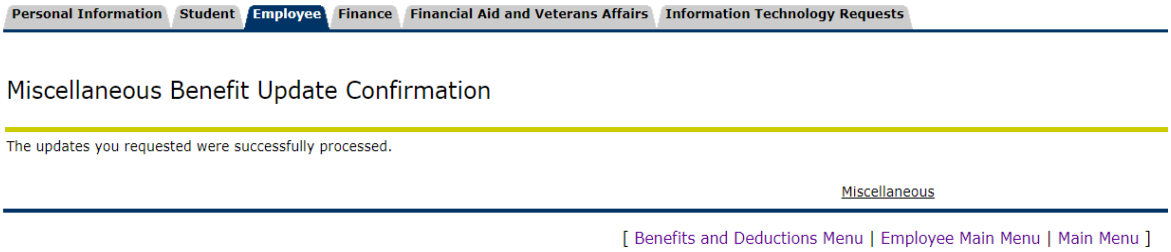

9. Click Select Benefit



10. Enter date to start the deduction, enter the deduction amount, enter the total you would like to contribute and click submit



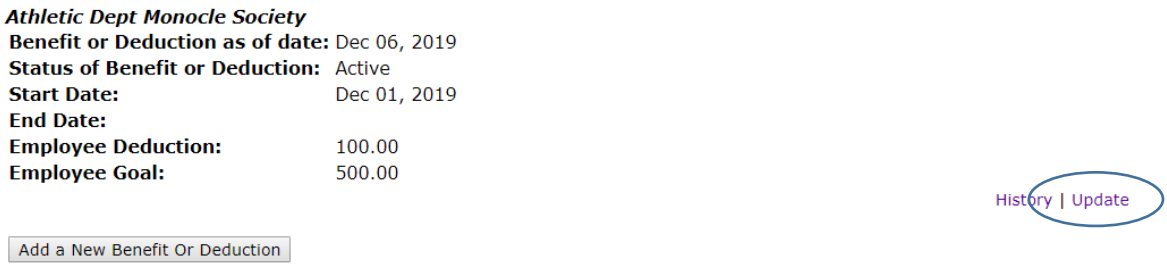

11. Receive confirmation



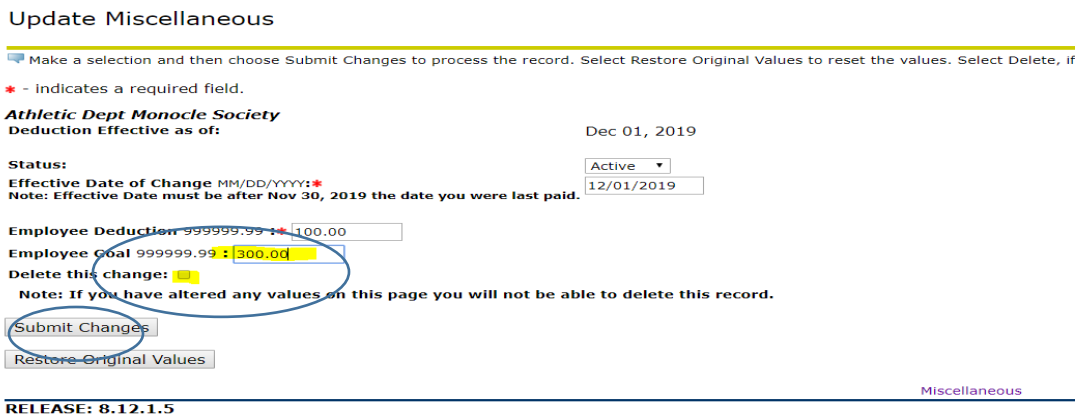

If you wish to designate your United Way contribution to a specific cause please contact payroll@apsu.edu.

**To update a deduction/change amount**

1. Follow steps 1-6 as listed in setting up a deduction
2. Click on update



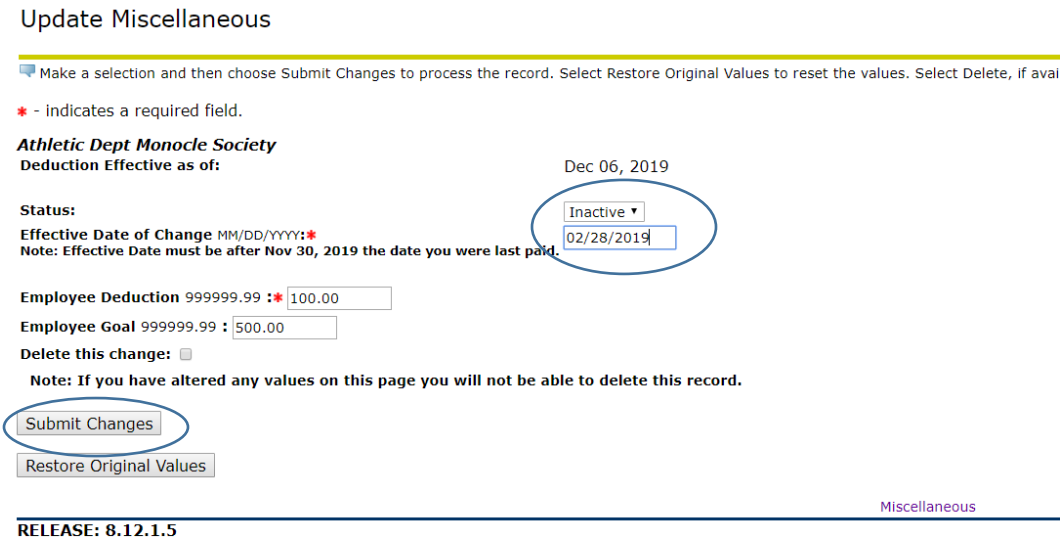

3. Make your change or if this deduction has not started yet you make Delete this change and submit




4. Receive confirmation.

**To End a deduction**

1. Follow steps 1-6 as listed in setting up a deduction

2. Click on update

3. Change Status to inactive and put the end date of the deduction