

## To setup a deduction

1. Login to one-stop

**Critical Updates**  
No updates

**Login to OneStop**  
**Login**

[Student/Employee Password Recovery/Reset](#)

**Please Logout!**

Please remember to logout when you have finished using AP OneStop, especially if you are in a computer lab or public area.

Any unauthorized use of the computer system and/or any attempt to gain unauthorized access thereto could constitute a violation of the Computer Crimes Act of the State of Tennessee as well as university policy. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to conditions stated in this notice.

**Daily Announcements**

- 12/06/2019 (Posted 12/6/19) STUDENTS, Go to New Orleans over Winter Break!
- 12/05/2019 (Posted 12/5/19) ALL, Announcing Student Leaders of the Month for November and December
- 12/03/2019 (Posted 12/3/19) STUDENTS, Creative Nonfiction Workshop
- 12/03/2019 (Posted 12/3/19) STUDENTS, Literary Writers' Marketplace
- 12/03/2019 (Posted 12/3/19) ALL, American Sign Language Classes

2. Enter User name and password

**SIGN IN**

User Name

Password

Remember me on this computer

**SIGN IN**

3. Click Web Self-service

**AP Austin Peay State University**

- Worklist
- Web Self Service**
- Email
- Degree Works

4. Click Employee Tab

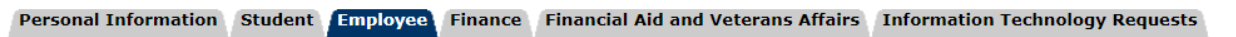


Main Menu

▲ Notice: Web Self Service is a separate system from OneStop. Please logout by pressing the 'EXIT' button when you are finished. When using a public computer, you should

- [Personal Information](#)  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.
- [Student](#)  
Apply for Admission, Register, View your academic records
- [Financial Aid and Veterans Affairs](#)  
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, view loan applications and view Veterans Affairs
- [Employee](#)  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.
- [Information Technology Requests](#)  
View and Submit Information Technology Forms and Requests

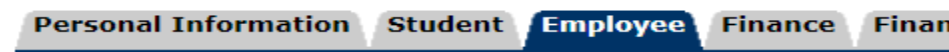
5. Click Benefits and Deductions



Employee

- [Time Sheet](#)
- [Leave Report](#)
- [Electronic Personnel Action Forms](#)
- [Position PDQ](#)
- [Benefits and Deductions](#)  
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, educational benefits, Benefit Statement.
- [Pay Information](#)  
Direct deposit allocation, earnings and deductions history, or pay stubs.
- [Tax Forms](#)

6. Click Advancement Contributions & Monacle Society



Benefits and Deductions

- [Advancement Contributions & Monacle Society](#)
- [Benefit Statement](#)
- [Health Benefits](#)
- [Retirement Plans](#)
- [United Way](#)
- Educational Benefits**
  - [APSU Fee Waiver](#)
  - [APSU Reimbursement](#)
  - [Spouse and Dependent Waiver](#)

7. Click Add a New Benefit or Deduction

## Miscellaneous

Select Add a New Benefit or Deduction to add a new record.

**Information is not available on benefits within this benefit group.**

Add a New Benefit Or Deduction

8. Select the Fund you would like to contribute to

## Add a New Benefit or Deduction

Select a new benefit or deduction and choose Select Benefit.

### *Benefit or Deduction Eligible as of Dec 06, 2019*

Description	Message	My Choice
ACCUFF CIRCLE ARTS 2 ENDOW		<input type="radio"/>
ACCUFF CIRCLE OF EXCELLENCE		<input type="radio"/>
AFRICAN AMERICANE ALUMNI SCH		<input type="radio"/>
AFRICAN AMERICAN STAFF SCH		<input type="radio"/>
APSU FOUNDATION - FINANCE ENRI		<input type="radio"/>
Athletic Dept Monocle Society		<input checked="" type="radio"/>
Tower Club/Foundation		<input type="radio"/>
Athletics Fund of Excellence		<input type="radio"/>
Center of Excel Creative Arts		<input type="radio"/>
Dr. Bruce Myers Comp Sci sch		<input type="radio"/>
Women's Soccer Fund of Exrel		<input type="radio"/>

9. Click Select Benefit

Stadium Improvement Fund   
All Other Complete Paper Form

Select Benefit

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

## Update Miscellaneous

Make a selection and then choose Submit Changes to process the record. Select Restore Original Values to reset the values. Select Delete to remove the record.

\* - indicates a required field.

### Athletic Dept Monocle Society

Deduction Effective as of:

Dec 06, 2019

Status:

Active

Effective Date of Change MM/DD/YYYY:\*

12/01/2019

Note: Effective Date must be after Nov 30, 2019 the date you were last paid.

Employee Deduction 999999.99 :\* 100

Employee Goal 999999.99 : 500

Submit Changes

Restore Original Values

11. Receive confirmation

Personal Information Student **Employee** Finance Financial Aid and Veterans Affairs Information Technology Requests

## Miscellaneous Benefit Update Confirmation

The updates you requested were successfully processed.

Miscellaneous

[ [Benefits and Deductions Menu](#) | [Employee Main Menu](#) | [Main Menu](#) ]

If you wish to designate your United Way contribution to a specific cause please contact [payroll@apsu.edu](mailto: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

#### Athletic Dept Monocle Society

Benefit or Deduction as of date: Dec 06, 2019

Status of Benefit or Deduction: Active

Start Date: Dec 01, 2019

End Date:

Employee Deduction: 100.00

Employee Goal: 500.00

[History](#) | [Update](#)

Add a New Benefit Or Deduction

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

## Update Miscellaneous

Make a selection and then choose Submit Changes to process the record. Select Restore Original Values to reset the values. Select Delete, if

\* - indicates a required field.

**Athletic Dept Monocle Society**  
Deduction Effective as of:

Dec 01, 2019

Status:

Active

Effective Date of Change MM/DD/YYYY:\*

Note: Effective Date must be after Nov 30, 2019 the date you were last paid.

12/01/2019

Employee Deduction 999999.99 :\* 100.00

Employee Goal 999999.99 : 300.00

Delete this change:

Note: If you have altered any values on this page you will not be able to delete this record.

Submit Changes

Restore Original Values

Miscellaneous

RELEASE: 8.12.1.5

### 4. Receive confirmation.

## To End a deduction

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

**Athletic Dept Monocle Society**

Benefit or Deduction as of date: Dec 06, 2019

Status of Benefit or Deduction: Active

Start Date: Dec 01, 2019

End Date:

Employee Deduction: 100.00

Employee Goal: 500.00

History | Update

Add a New Benefit Or Deduction

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

## Update Miscellaneous

Make a selection and then choose Submit Changes to process the record. Select Restore Original Values to reset the values. Select Delete, if avail

\* - indicates a required field.

**Athletic Dept Monocle Society**  
Deduction Effective as of:

Dec 06, 2019

Status:

Inactive

Effective Date of Change MM/DD/YYYY:\*

Note: Effective Date must be after Nov 30, 2019 the date you were last paid.

02/28/2019

Employee Deduction 999999.99 :\* 100.00

Employee Goal 999999.99 : 500.00

Delete this change:

Note: If you have altered any values on this page you will not be able to delete this record.

Submit Changes

Restore Original Values

Miscellaneous

RELEASE: 8.12.1.5