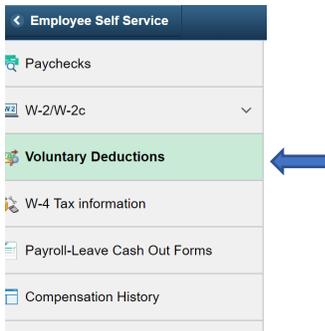


## ECAPS INSTRUCTIONS FOR SETTING UP/CHANGING VOLUNTARY DEDUCTIONS FOR CHARITABLE ORGANIZATIONS

**1. Login to eCaps and at the Home screen click on the Payroll Tile:**



**2. At the Payroll window on the left-hand side of the screen, scroll down to the third choice which is “Voluntary Deductions” and click on it.**

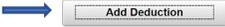


**3. This will bring you to your Voluntary Deduction page. Here you will be able to view your current voluntary deductions (if any), make changes, or add a new voluntary deduction. To add a new voluntary deduction click on the “Add Deduction” button.**

Review, add or update your voluntary deductions information.

**Voluntary Deductions**

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



**4. A new Voluntary Deduction window will open up. At the “Type of Deduction” box there is a magnifying glass, click on it.**

\*Type of Deduction

\*Select whether Deduction is a Flat Amount or Percent

\*Enter Amount or Percent to be deducted

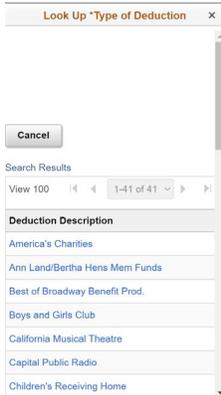
Take deduction until I reach this Goal Amount

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

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

Current Balance 0.00

**5. Once you click on the magnifying glass, a window will pop up to look up the different charitable organizations you can contribute your payroll dollars to. Scroll down the list to the organization you would like to donate money to.**



**6. Once you click on your choice, it will automatically populate into the “Type of Deduction” box. The box labeled “Select whether Deduction is a Flat Amount or Percent” only has one choice when you click on the down arrow. Next enter the amount you want deducted out of each payroll check and the date you would like it to start:**

\*Type of Deduction

\*Select whether Deduction is a Flat Amount or Percent

\*Enter Amount or Percent 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

\* Required Field  
[Return to Voluntary Deductions](#)

**7. After you have confirmed the information is correct, click on the “Submit” button to finalize your choice(s).**

**You can change, stop, and start your voluntary deductions at any time. However, the change will be effective based on your Deduction Start Date and the timing of the next payroll.**