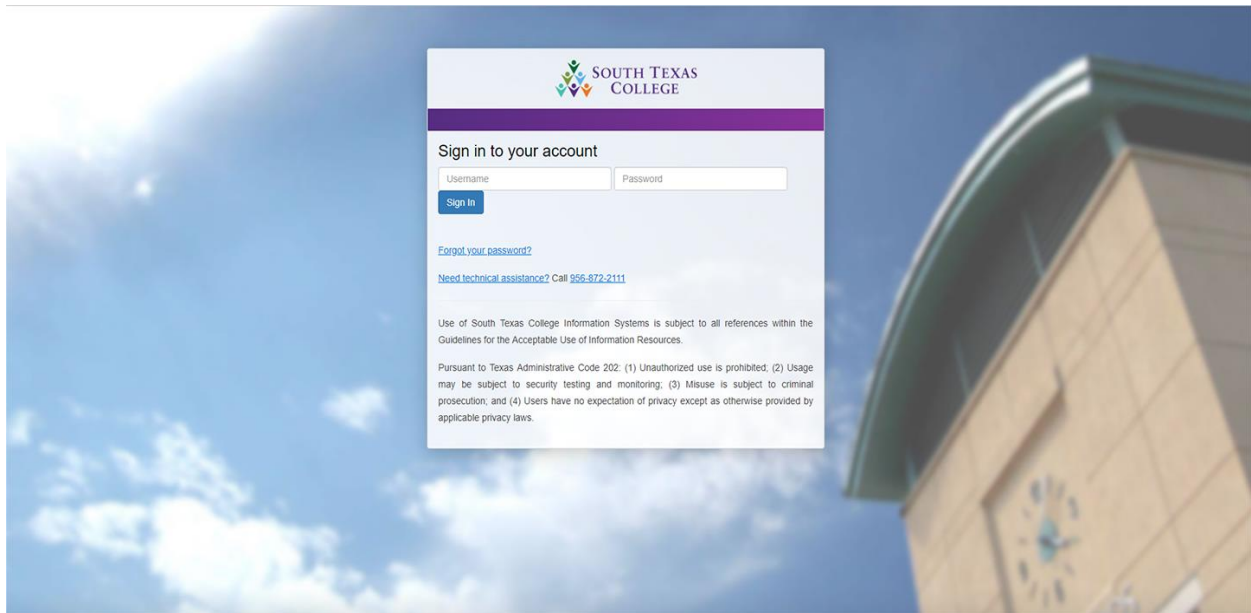
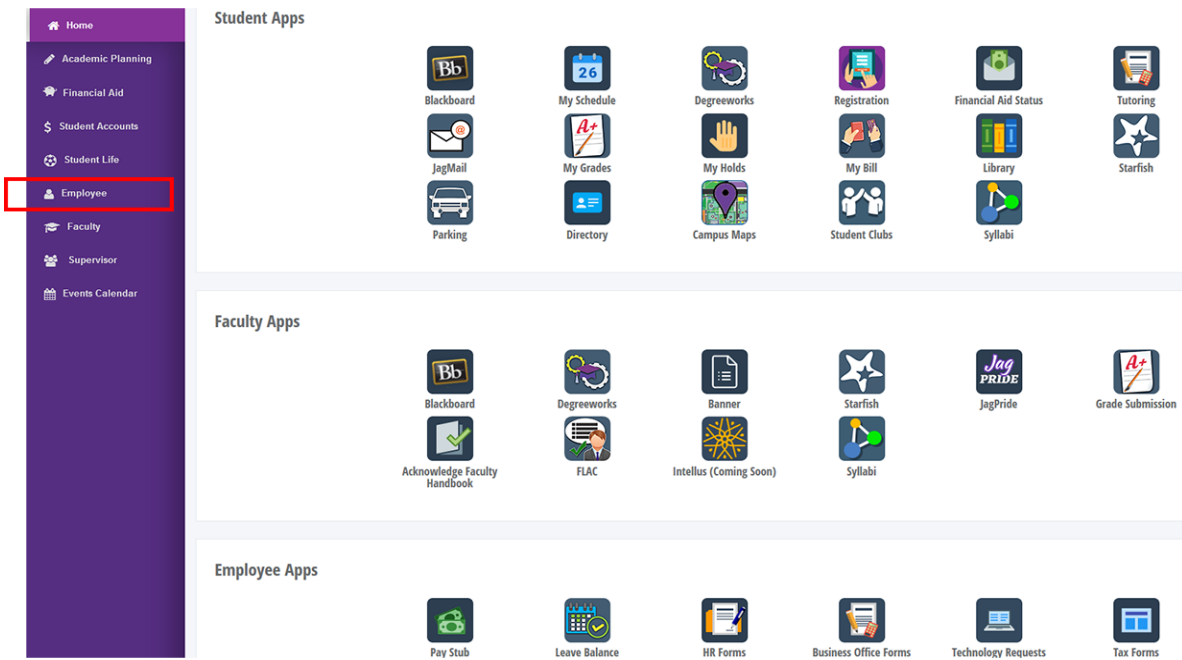


# How to set up a Voluntary Deduction on Jagnet

## 1. Log in to the Jagnet Portal (<https://jagnet.southtexascollege.edu>)



## 2. Select the "Employee" option



### 3. Under the “Human Resources” Section, select Voluntary Deductions

Home

Academic Planning

Financial Aid

Student Accounts

Student Life

**Employee**

Faculty

Supervisor

Events Calendar

## Human Resources Forms

Human Resources has collected and prepared a library of documents and guidelines to assist you with the various benefits, payroll, staffing and general functions within HR.

- 1000 - General Purpose
- 2000 - Benefits
- 3000 - Payroll
- 4000 - Payroll
- 5000 - General Staffing Forms
- 6000 - Faculty Hiring Forms
- 7000 - Staff Hiring Forms
- Guidelines and Procedures

## Human Resources

- Personal Contact Information
- Employee Handbook
- EEO Notice
- Benefits Information
- Voluntary Deductions**
- Letter of Appointment
- Visit HR Website

### 4. Click on “Add a New Benefit or Deduction”

Personal Information Student Financial Aid Faculty Services **Employee**

## Miscellaneous

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

*NOTE: For initial set up of 403b annuity account, please review list of approved vendors at [www.tsacg.com](http://www.tsacg.com); once your account is established, contact HR to activate deduction and allow you online update.*

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

**Add a New Benefit Or Deduction**

[ Retirement Plans | Health Benefits | Flexible Spending Accounts | Beneficiaries and Dependents | Benefit Summary ]

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## 5. Select "Creating Magic for Jags - Student Scholarships" from the list of benefits and deductions.

Personal Information Student Financial Aid Faculty Services **Employee**

### Add a New Benefit or Deduction

Select a new benefit or deduction and choose Select Benefit.

NOTE: For initial set up of 403b annuity account, please review list of approved vendors at [www.tsacg.com](http://www.tsacg.com); once your account is established, contact HR to activate deduction and allow you online update.

#### Benefit or Deduction Eligible as of Sep 26, 2019

Description	Message My Choice
Creating Magic for Jags-Student Scholarships	<input checked="" type="radio"/>
Valley Scholars	<input type="radio"/>
Memorial Gardens Donation	<input type="radio"/>
Ramanujan Scholarship Donations	<input type="radio"/>
Memorial Garden Bench Donations	<input type="radio"/>
STC-Physical Science & Engineering Dept Scholarship	<input type="radio"/>
STC Alumni & Friends Donations	<input type="radio"/>
STC-CJ & SBS Scholarship Fund	<input type="radio"/>
STC-Charles Robinson Scholarship Fund	<input type="radio"/>
STC-Psychology Scholarship Fund	<input type="radio"/>
STC-Political Science Dept Scholarship	<input type="radio"/>
STC-Early Childhood Scholarship	<input type="radio"/>
STC-Com Hlt Outr Co Scholarshi	<input type="radio"/>
STC Food Pantry	<input type="radio"/>

Select Benefit

Miscellaneous

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## 6. Provide the required donation amount of your choice and fill in the other prompted questions, and then submit the changes.

Personal Information Student Financial Aid Faculty Services **Employee**

### 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 available, to remove the record.

\* - Indicates a required field.

#### Creating Magic for Jags-Student Scholarships

Deduction Effective as of:

Oct 01, 2019

Status:

Active

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

10/01/2019

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

Creating Magic for Jags 999999.99 :\*

Enter desired amount

Submit Changes

click to submit changes

Restore Original Values

Miscellaneous

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