



How to set up a Voluntary Deduction in Workday

1. Under 'Voluntary Deductions' select the option 'Add'

The screenshot shows the 'Voluntary Deductions' page in Workday. On the left sidebar, there is a 'Voluntary Deductions' section with an 'Add' button highlighted by a red box. The main content area is currently empty.


2. Select the option 'EE – Creating Magic for Jags', then click 'OK'


The screenshot shows the 'Add Voluntary Deduction' dialog box. The 'Deduction' dropdown menu is open, displaying a list of options. The option 'EE - Creating Magic for Jags' is selected and highlighted with a red box. The 'OK' button at the bottom right is also highlighted with a red box.

3. Select the frequency of the deduction, the start and end date, the type, and the amount, then click 'OK'

The screenshot shows the 'Add Voluntary Deduction' dialog box with the following fields filled out: 'Deduction' is 'EE - Creating Magic for Jags', 'Frequency' is 'Ongoing', 'Start Date' is 12/05/2025, 'End Date' is 08/31/2026, 'Next Payment Date' is 12/19/2025, 'Type' is 'Amount', and 'Value' is empty. The 'OK' button at the bottom right is highlighted with a red box.

4. Verify the information and click on 'Done'

 MENU



Voluntary Deduction

Worker	
Deduction	EE - Creating Magic for Jags
Frequency	Ongoing
Start Date	12/05/2025
End Date	08/31/2026
Next Payment Date	12/19/2025
Type	Amount
Value	<input type="text"/>

**Thank you for your contributions to the
Creating Magic for Jags Initiative!**