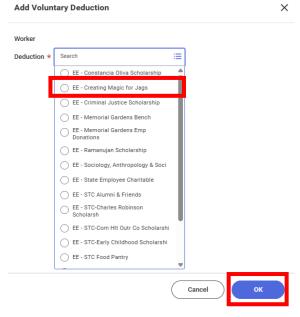# How to set up a Voluntary Deduction in Workday

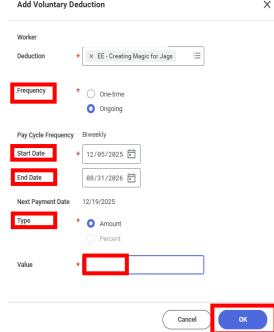1. **Under 'Voluntary Deductions' select the option 'Add'**
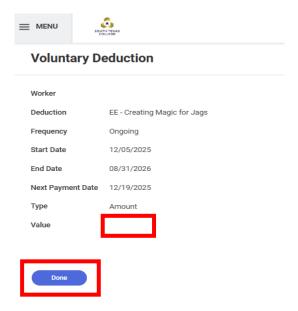

2. **Select the option 'EE – Creating Magic for Jags', then click 'OK'**

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

4. Verify the information and click on 'Done'

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