

1. Go to: <https://myportal.sdccd.edu> and sign in to your PeopleSoft account.
2. Select “Employee Dashboard”
3. Click “My Pay” in the upper-left corner
4. Select “Voluntary Deductions” from the drop-down menu
5. Click the “Add Deduction” button
6. Enter “Classified Senate Dues – Mesa” in Type of Deduction field.
7. Complete the rest of the required fields on the Add Voluntary Deduction page
8. Click “Submit”

Employee Dashboard

**My Pay #3**

- View Paycheck
- Direct Deposit
- Voluntary Deductions #4**
- W-4 Tax Information
- W-2/W-2c Consent

**#6** \*Type of Deduction

\*Select whether Deduction is a Flat Amount or Percent

**#7** \*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

**#8**

\* Required Field

Review, add or update your voluntary deductions information.

Voluntary Deductions			
Deduction Type	Start Date	Stop Date	Status
<b>Add Deduction #5</b>			