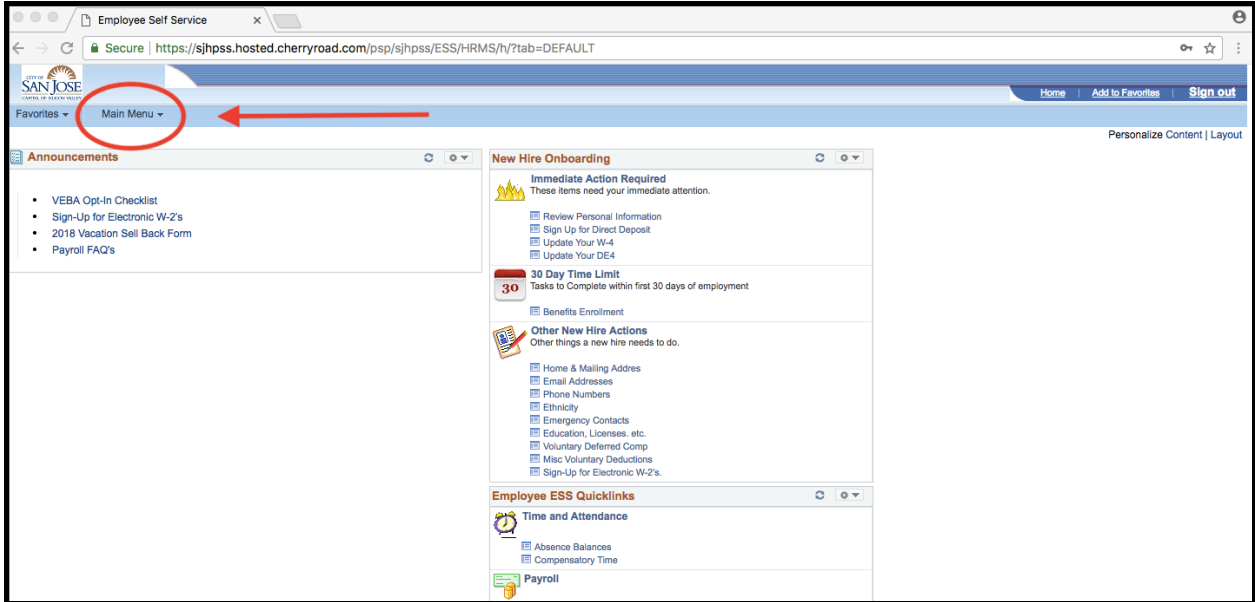
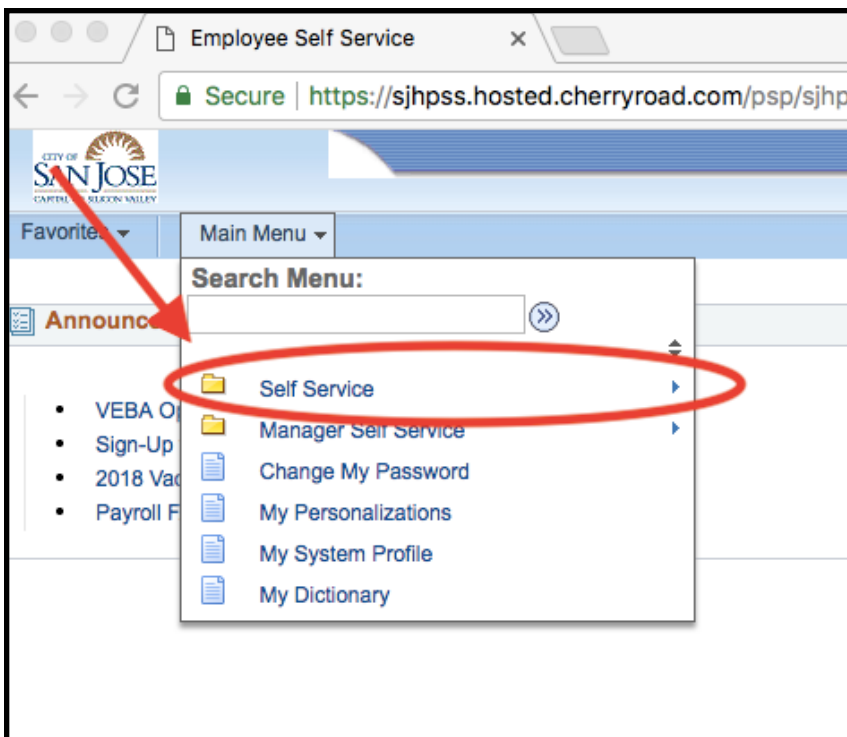


Instructions to set up bi-weekly payroll deductions for Police Amateur Athletic Foundation (PAAF) via eWay

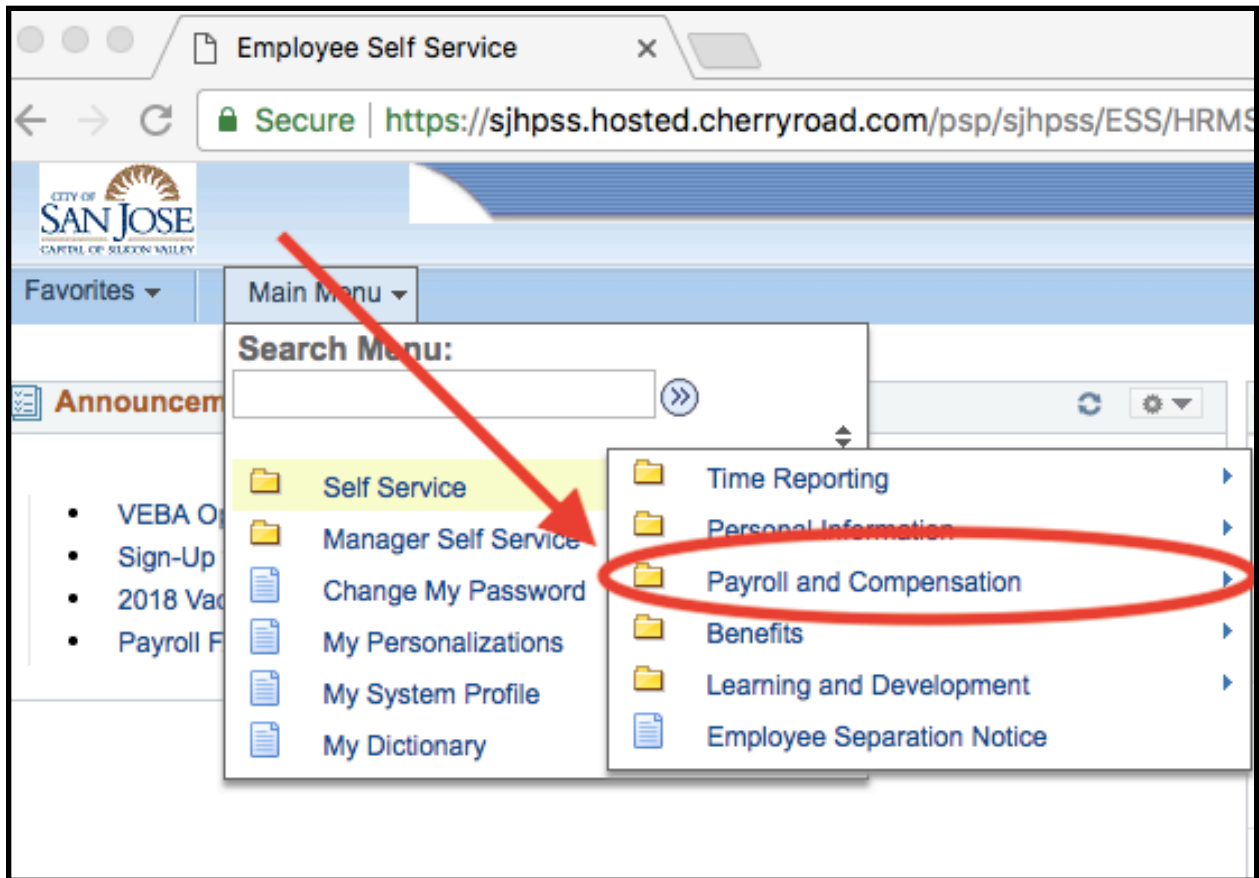
Step 1:
Log into eWay and select Main Menu



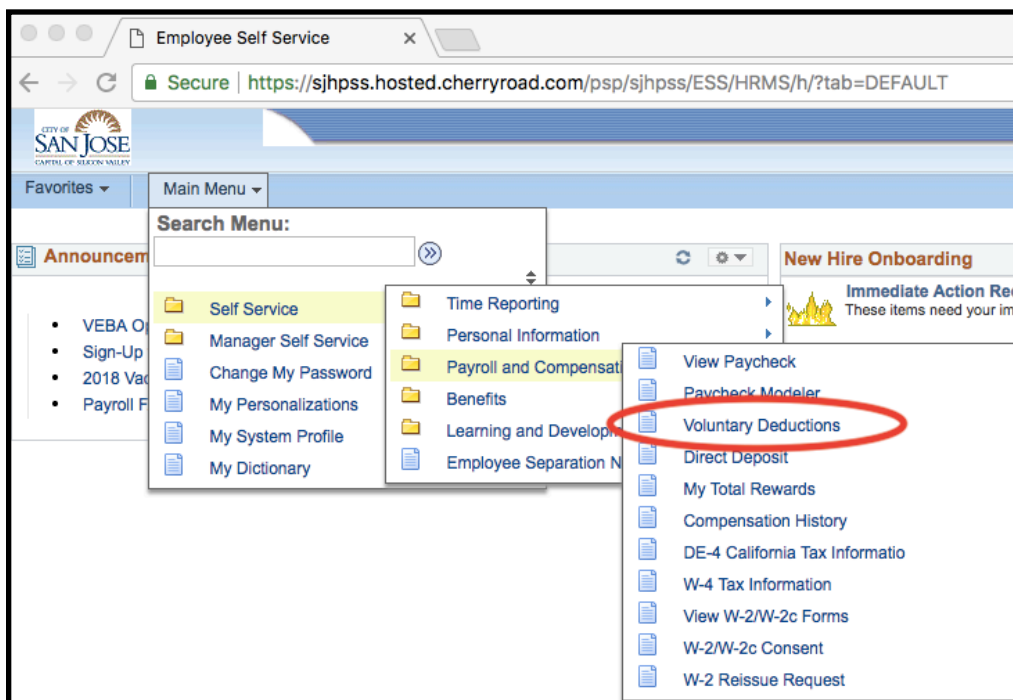
Step 2:
Select Self Service



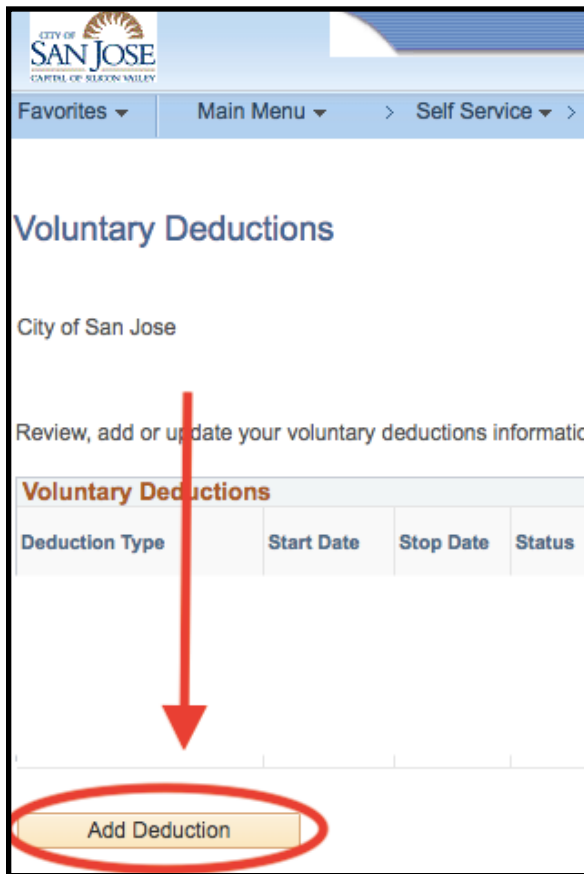
Step 3:
Select Payroll and Compensation



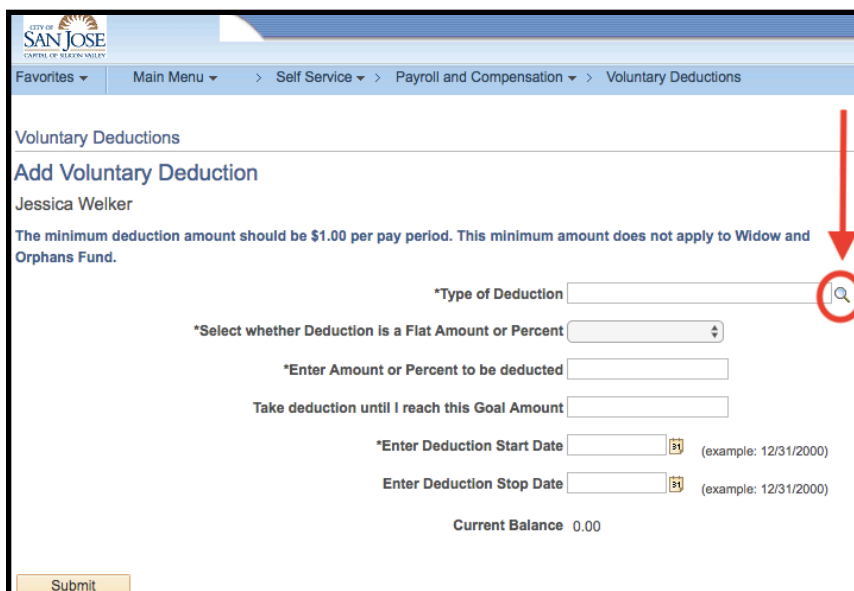
Step 4:
Select Voluntary Deductions



Step 5:
Select Add Deduction



Step 6:
Click the search button (magnifying glass) next to Type of Deduction



Step 7:
Select Police Amateur Athletic Foundation

The screenshot shows a web form titled "Voluntary Deductions". At the top, a note states: "The minimum deduction amount should be \$1.00 per pay period. This minimum amount does not apply to Widow and Orphans Fund." The form contains several fields: "*Type of Deduction" (a dropdown menu), "*Select whether Deduction is a Flat Amount or Percent" (a dropdown menu), "*Enter Amount or Percent to be deducted" (a text input field), "Take deduction until I reach this Goal Amount" (a text input field), "*Enter Deduction Start Date" (a date picker), and "Enter Deduction Stop Date" (a date picker). Below these fields is a "Current Balance" field showing "0.00". A search dropdown menu is open over the "*Type of Deduction" field, titled "Look Up *Type of Deduction". It has a "Cancel" button and a "Search Results" section. The search results list several options: "Keith Kelly Fund", "Police Amateur Athletic Found" (circled in red), "Police Athletic League", "SJPD Chaplaincy", "San Jose Fire Museum", "San Jose Management Assoc", and "Widows & Orphans Fund". A red arrow points from the text in Step 7 to the "Police Amateur Athletic Found" option in the search results.

Step 8:
Select "Flat Amount," enter an amount (minimum is \$3.50), enter today's date as the start date, and click Submit. Only boxes with an *asterisk* are required.

The screenshot shows the "Add Voluntary Deduction" form in a web browser. The browser address bar shows "https://sjhpss.hosted.cherryroad.com/psp/sjhpps/ESS/HRMS/c/ROLE_EMPLOYEE.PY...". The page title is "Voluntary Deductions" and the user is identified as "Jessica Welker". The same note about the \$1.00 minimum deduction is present. The form fields are filled out: "*Type of Deduction" is set to "Police Amateur Athletic Found", "*Select whether Deduction is a Flat Amount or Percent" is set to "Amount", "*Enter Amount or Percent to be deducted" is "3.50", "Take deduction until I reach this Goal Amount" is empty, "*Enter Deduction Start Date" is empty, and "Enter Deduction Stop Date" is empty. The "Current Balance" is "0.00". A "Submit" button is at the bottom. A red circle highlights the "*Type of Deduction", "*Select whether Deduction is a Flat Amount or Percent", and "*Enter Amount or Percent to be deducted" fields. A red arrow points from the text in Step 8 to the "Amount" dropdown menu.