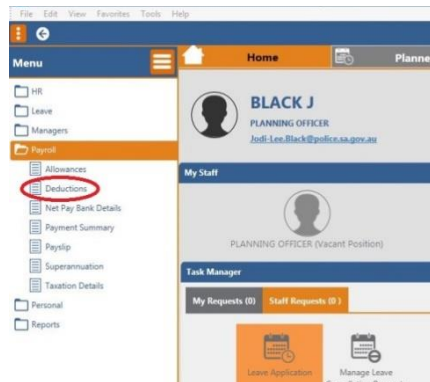




Payroll Deduction Instructions

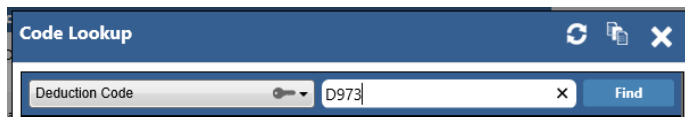


1. Select “Deductions” under the Payroll tab. All of your current and historical deductions will be listed below the pictured area.

2. Click “New”



- A new deduction entry form will appear
- Hit the search list button
- In the search box type “D973” and hit “find”

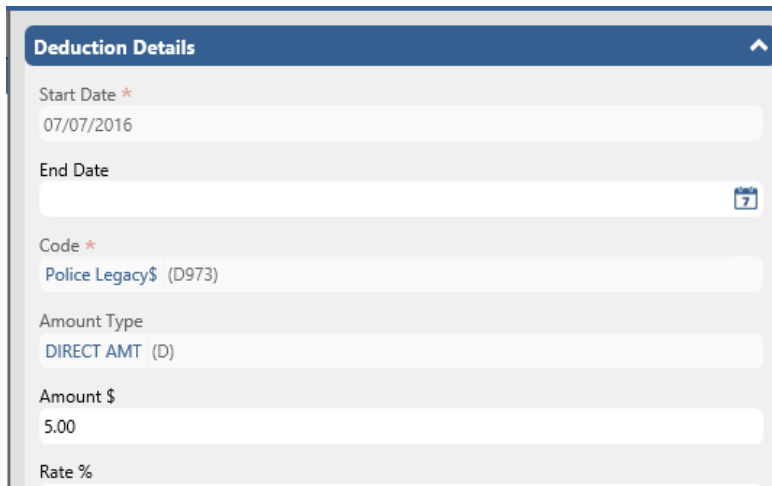


- Select the Police Legacy\$ result shown

D973	Police Legacy\$	BNK	D
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- Select your next pay day as the start date for your deductions to commence

3. Enter \$5.00 in the 'Amount' area and your new deduction entry should look like this:



The screenshot shows a 'Deduction Details' form with the following fields:

- Start Date *: 07/07/2016
- End Date: (empty)
- Code *: Police Legacy\$ (D973)
- Amount Type: DIRECT AMT (D)
- Amount \$: 5.00
- Rate %: (empty)

If you donate \$5.00 or more per fortnight, you will receive a SA Police Legacy Keep Cup



4. Click on the Update/Submit button to finalise your new deduction



**** Please note, you cannot set up a new deduction within 7 days of a pay day, you will need to nominate the next fortnight****