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 on your most recent Police Legacy deduction (by date), that will bring up the Deduction Details
- 3. Change the amount to whatever amount you choose

BLACKJ Joined: 22/01/1987 PLANNING OFFICER			
Deductions List			
Deductions	T 0 % 17	Deduction Details	^
🖉 Start Date	Description	Contraction of the second seco	
20/04/2023	Maxxia Pre 1 🛎	29/06/2023	
08/04/2021	Maxxia Pre 1		
10/09/2020	Maxxia Pre 1	End Date	
30/08/2018	Purc Lve 2 V PreTax\$		7
26/08/2021	SalarySacrifi	Code *	
	Fee\$	Police Legacy\$ (D973)	
08/04/2021	Maxxia Post	A	
10/09/2020	Maxxia Post	Amount type	
10/09/2020	SalarySacrifi Fee\$	Direct Amount (U)	
01/09/2016	SalarySacrifi Fee\$	Amount \$ 30.00	
07/07/2016	Aust Police J	\smile	
07/07/2016	Bank Accour	Rate %	
30/06/2022	Cops for Kid	0.00000	
07/07/2016	Cops for Kid	Account Name	
07/07/2016	SA Police Sp Fed\$		
29/06/2023	Police Legac	Account Number	
30/06/2022	Police Legac		
02/01/2020	Social Eliz St		
16/02/2017	Social Eliz St	The Account Number must not be greater than nine (9) characters/digits in length.	
07/07/2016	Social Eliz St	Failure to adhere to this may impact your pay	
07/07/2016	SAPOL Depe	renere to denere to this may impact your pay.	
07/07/2016	SAPOL Sick Accident\$	Branch	
07/07/2016	Police Legac	Branch Address	

OR, if you aren't already donating, and would like to



- Select your next pay day as the start date for your deductions to commence
- 4. Put \$7.00 (or whatever amount you would like to donate) in the Amount area
- 5. 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**

Cancelling your membership

If you want to cancel your membership, go to the Deductions page as above, chose the Social Club line (D030) and update your deduction amount to 0, then click save again.