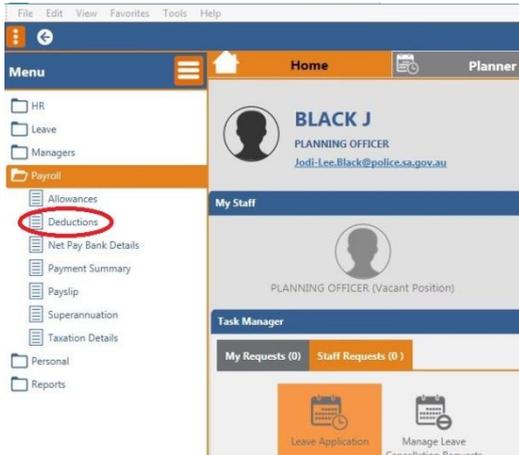
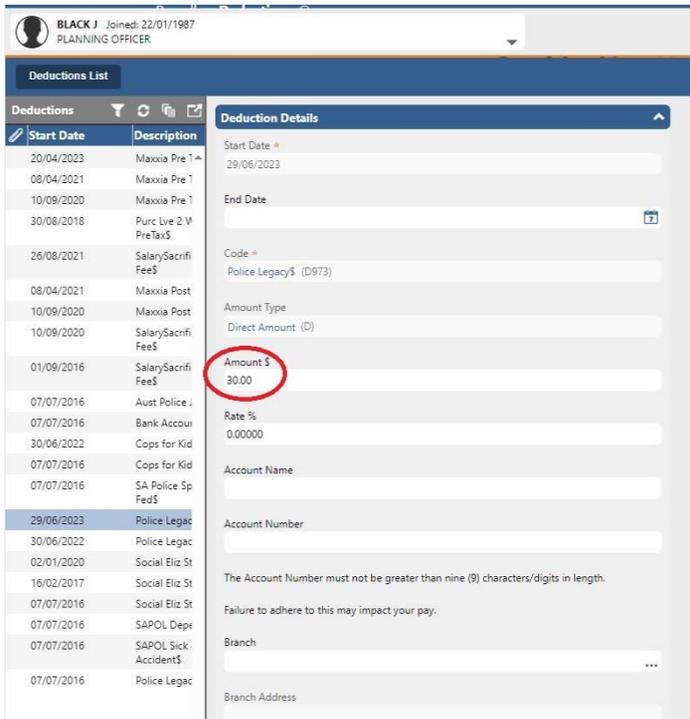


Payroll Deduction Instructions

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



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



- 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
- 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.