

Instructions for Enrolling in the Deferred For Summer Pay Program

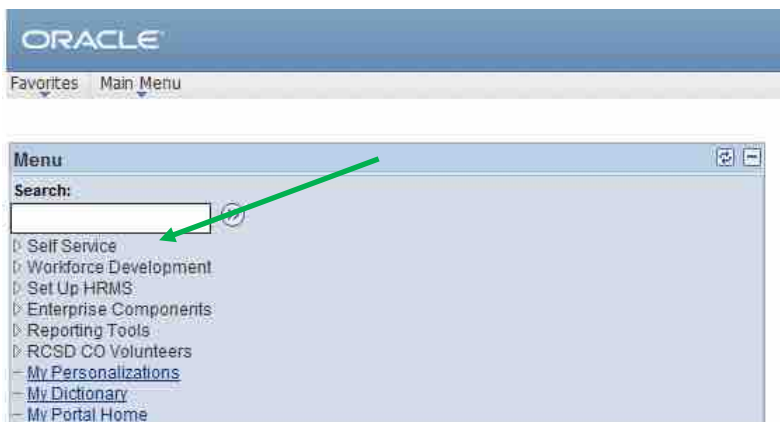
The enrollment period is May 28, 2018 through July 06, 2018. You will be able to go into your PeopleSoft account and change your elected withholdings as many times as you want during the enrollment period. After 5:00PM on July 06, 2018 you will not be able to make any changes for the 2018 - 2019 school year.

Step 1 – Log in to PeopleSoft (you may also do this from home using the Citrix application on your District laptop).



The image shows the PeopleSoft Enterprise login page. On the left is the Rochester City School District logo. In the center is the Oracle logo above the text "PEOPLESOFT ENTERPRISE". Below this is a login form with two input fields: "User ID:" and "Password:". To the right of the User ID field is a link that says "Forgot your User ID?". Below the password field is a "Sign In" button.

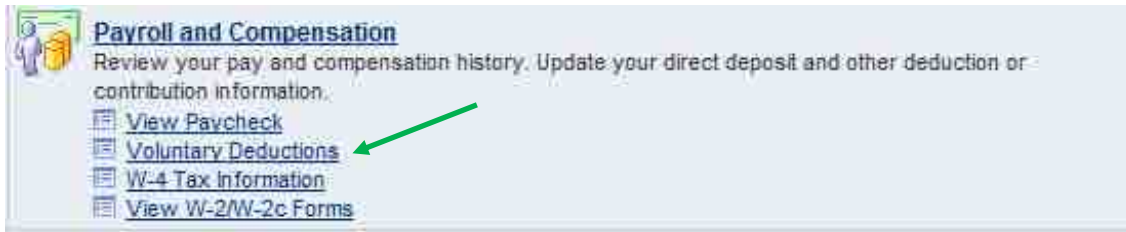
Step 2 – Go to the Self Service Page



Step 3 – Go to the Payroll and Compensation Page



Step 4 – Click on Voluntary Deductions

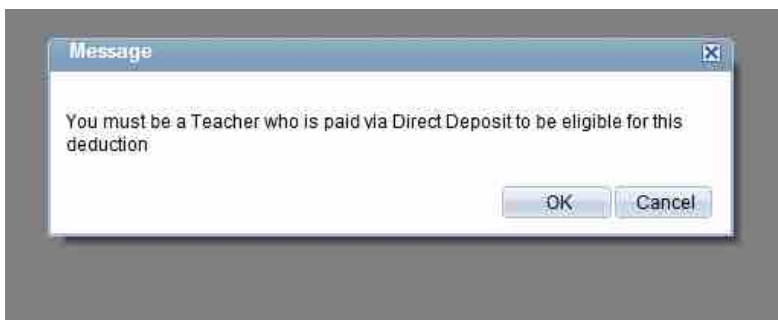


Step 5 – Click Add Deduction

(For employees who have previously participated, the row will have the last enrollment year listed)



You must be on Direct Deposit in order to participate in the program. If you are not set up on Direct Deposit, you will receive the following Message. Click OK to exit.



Step 6 - Enter the amount you wish to have deducted bi-weekly on an after-tax basis.

Voluntary Deductions

Add Voluntary Deduction

ROCHESTER CITY SCHOOL DISTRICT

Deduction: DEFERRED FOR SUMMER

*Enter Amount to be deducted:

Deduction Start Date: 09/14/2018

Deduction Stop Date: 07/06/2019

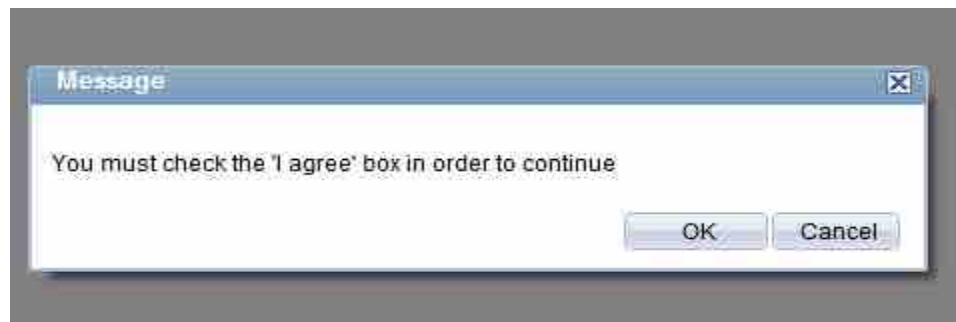
Estimated Amount of Summer Paycheck:

I Agree By making the election above, I agree that the Rochester City School District may withhold that portion of my bi-weekly salary to be paid to me during July and August or upon interruption of my paid employment.

[Return](#)

* Required Field

Step 7 - Click the I Agree box. You will not be able to leave this page without checking it.



Step 8 - Click "Submit". The following message will appear

Voluntary Deductions

Submit Confirmation

The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

If you click "OK" you will see this page.

Voluntary Deductions

ROCHESTER CITY SCHOOL DISTRICT

Review, add or update your voluntary deductions information.

| Voluntary Deductions | | | | | | | |
|----------------------|------------|------------|--------|-----------|-------------|--------------|-------------------------------------|
| Deduction Type | Start Date | Stop Date | Status | Deduction | Goal Amount | Goal Balance | |
| DEFERRED FOR SUMMER | 09/14/2018 | 07/06/2019 | Future | \$200.00 | \$4,400.00 | 0.00 | <input type="button" value="Edit"/> |

[Return to Payroll and Compensation](#)

Deduction: This is the amount you asked to be withheld each bi-weekly payroll after tax.

Goal Amount: This is the total amount that will be withheld from your paychecks.

Goal Balance: This will tell you how much of your salary has been withheld for the summer months. The balance is updated after each pay date

Step 9 - To make changes, repeat steps 1-4 to bring you back to above page and click the Edit button. The Edit button will only appear during the enrollment period.

Step 10 – The page will reopen for you to repeat steps 6 through 8.

Voluntary Deductions

Change Voluntary Deduction

ROCHESTER CITY SCHOOL DISTRICT

Deduction DEFERRED FOR SUMMER

*Enter Amount to be deducted:

Deduction Start Date: 09/14/2018

Deduction Stop Date: 07/06/2019

Estimated Amount of Summer Paycheck: 1100.000000

I Agree

By making the election above, I agree that the Rochester City School District may withhold that portion of my bi-weekly salary to be paid to me during July and August or upon interruption of my paid employment.

[Return](#)

* Required Field

Step 11 - Successful enrollment will produce an email to your District email address; a sample is shown below. If you **do not receive the email confirming successful enrollment**, please go back into PeopleSoft and repeat the steps.

You submitted Summer Deferral data via the web

Date Submitted: 05/28/2018

Employee:

Name:

Deduction: DEFERRED FOR SUMMER

Deduction Start Date: 09/14/2018

Deduction Stop Date: 07/06/2019

Biweekly Payroll Deduction: \$200.00

Est. Biweekly Summer Paycheck: \$1100.00