

Rochester City School District Deferred For Summer Pay Program Enrollment Instructions 2024-25

The enrollment period is May 28, 2024 through June 29, 2024. You have access in PeopleSoft to modify your elected withholdings as many times as you want during the enrollment period. After 5:00PM on June 29, 2024 you will not be able to make any changes for the 2024 - 2025 school year.

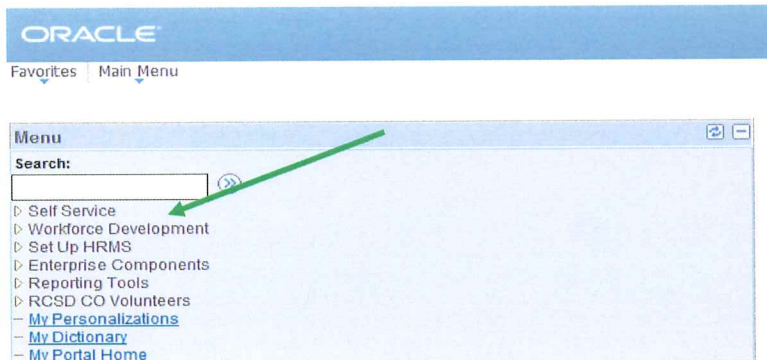
Step 1 – Log in to PeopleSoft (you may also do this from home using the Citrix application on your District laptop).



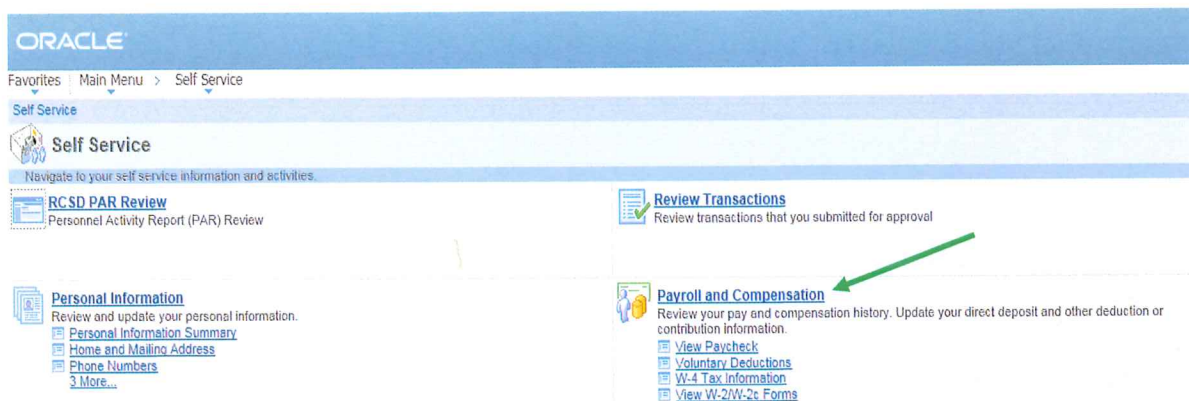
User ID: [Forgot your User ID?](#)

Password:

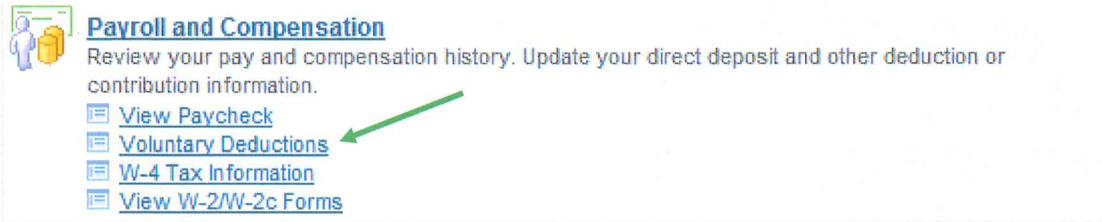
Step 2 – Go to the Self Service Page



Step 3 – Go to the Payroll and Compensation Page



Step 4 – Click on Voluntary Deductions

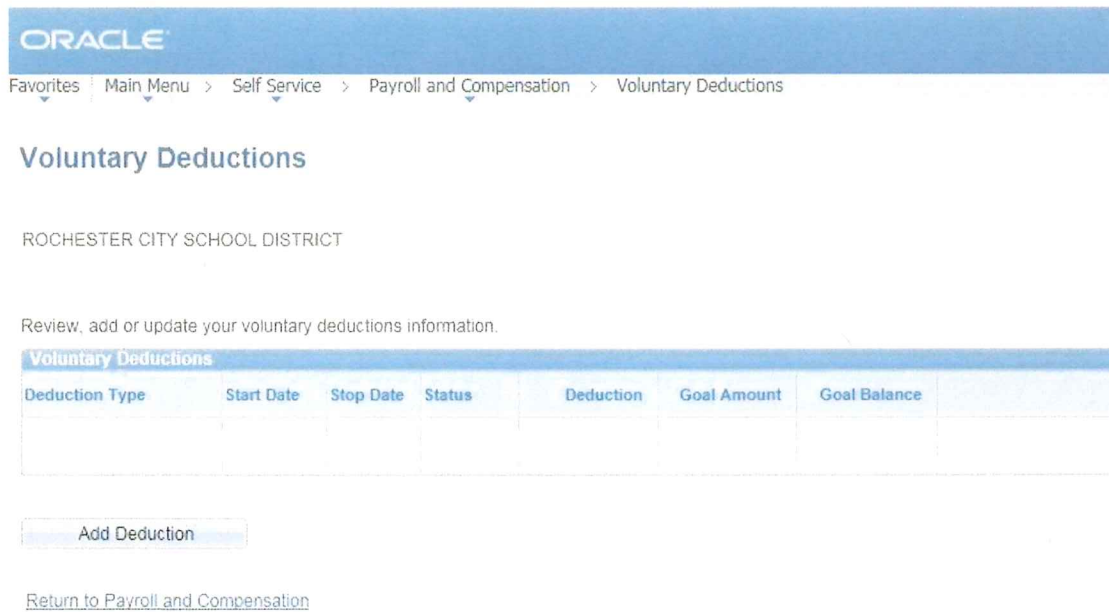


Payroll and Compensation
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

- [View Paycheck](#)
- [Voluntary Deductions](#)
- [W-4 Tax Information](#)
- [View W-2/W-2c Forms](#)

Step 5 – Click Add Deduction

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



ORACLE

Favorites | Main Menu > Self Service > Payroll and Compensation > Voluntary Deductions

Voluntary Deductions

ROCHESTER CITY SCHOOL DISTRICT

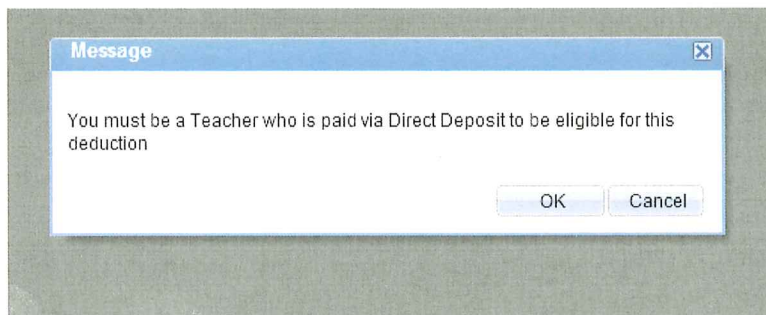
Review, add or update your voluntary deductions information.

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	

[Add Deduction](#)

[Return to Payroll and Compensation](#)

Note: 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

Change Voluntary Deduction

Mary Kay Osborne

ROCHESTER CITY SCHOOL DISTRICT

Deduction

DEFERRED FOR SUMMER

*Enter Amount to be deducted:

0.00 x

Deduction Start Date:

09/06/2024

Deduction Stop Date:

06/27/2025

Estimated Amount of Summer Paycheck:

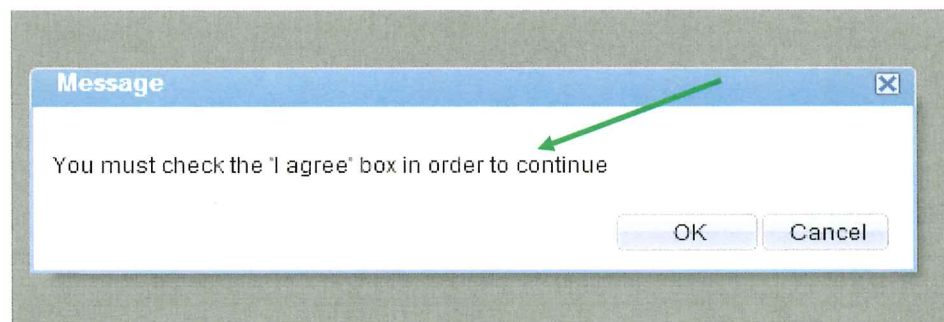
I Agree

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.

Submit

[Return](#)

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 a page with the following information.

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

Company: RCS ROCHESTER CITY SCHOOL DISTRICT

General Deduction		Find View All First 1 of 5 Last	
Deduction Code:	DEFSUM	DEFERRED FOR SUMMER	
Deduction Details		Find View All First 1 of 1 Last	
Effective Date:	09/10/2021	<input checked="" type="checkbox"/> Take on all Paygroups	
Calculation Routine:	Flat Amount	Ded stopped by Self Serv User	
Deduction End Date:	07/03/2022	Deduction Rate or %:	
Loan Interest %:		Flat/Addl Amount:	\$175.00
Goal Amount:	\$3,850.00	Current Goal Balance:	\$3,150.00

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

Mary Kay Osborne
ROCHESTER CITY SCHOOL DISTRICT

Deduction DEFERRED FOR SUMMER

*Enter Amount to be deducted: 200.00

Deduction Start Date: 09/06/2024

Deduction Stop Date: 06/27/2025

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.

Submit

[Return](#)

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: 05/22/2024

Employee: 1234567

Name: Tom Teacher

Deduction: DEFERRED FOR SUMMER

Deduction Start Date: 09/06/2024

Deduction Stop Date: 06/29/2025

Biweekly Payroll Deduction: \$200.00

Est. Biweekly Summer Paycheck: \$1100