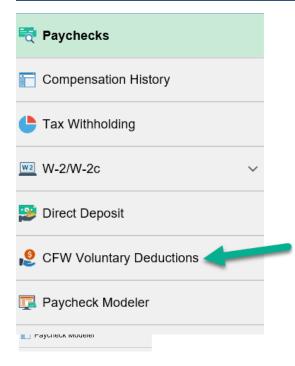
Voluntary General Deductions

The City of Fort Worth offers voluntary payroll benefits deductions to assist employees in the payment of various organizations on a bi-weekly basis. Payroll deductions are available for legally mandated deductions and deductions associated with City-sponsored programs including the below organizations.

Click on Payroll on the Employee Self Service home page.

✓ Employee Self Service				
Personal Details	Approvals	My Benefits	Careers	External Services
	0			
Company Directory	CFW Holiday Calendar	Time	Payroll click here to select	Total Rewards
Image: Second state Image: Second state Image: My Next Holiday: My Next Holiday:		~	• 3 •	
	Memorial Day: May 25		Last Pay Date 05/15/2020	Calendar Year 2019
Announcements		CFW Performance Review	CFW Helpful Links	
			 CFW Forms Portal The Roundup (News and Information for City of Fort Worth Employee Personnel Rules and Regulations City of Fort Worth Employee Intranet HCM Training Materials (job aids, simulations, etc.) 	
No Announcer	ments available			



Click on Voluntary Deductions

A list of available deductions will display. Use the scroll bar next to the associations the user wishes to Start, Change or Stop.

Paychecks	Association of City Employees
Compensation History	End Dt
Tax Withholding	Amount
2 W-2/W-2c	✓
Direct Deposit	Black Fire Fighter's Assoc. Start Dt
	End Dt
CFW Voluntary Deductions	Amount
Paycheck Modeler	
	FW Black Law Enf Ofc Assoc Start Dt
	End Dt
select the deduction you would like to start	Amount
or stop	Brotherhood for the Fallen Start Dt
	End Dt
	Amount
	FW Marshall's Association
	Start Dt End Dt
	Amount
	Amount

You can start a deduction by clicking on the the association and enter the amount to be deducted. The Start date will be selecte from the lookup. It is available for the current pay period or the next pay period. The employee will be asked to confirmation selection then verify Identity the same as when changing a deduction.

he Forms Te 🕘 Modify a Person 🖉 Maintain Time	Rep 🕘 CFW Position ePar 🕘 HRC Job Data View 🍼 🆓 👻 🗟 👻 📾 🗸	
CFW Employee Time and Mo	iney	
	Ross,Connie	
	Submit Dedn	
Transaction Request Type		
Deduction Code		
Dedn Descr	r FW Police Athletic League Date from	
*Fixed Deduction Amount	the lookup	
*Enter Dedn Start Date		
Enter Dedn Stop Date	e Q	
Submission Date	08/13/2018	
Submitter Oprid	4	
		•
Submit Confirmation		
Transaction	Request Type Start Deduction	
De	eduction Code FWPAL	
	Description FW Police Athletic League User re-enters their password to	
Fixed Dedu	uction Amount 3.00 confirm their identity	
Deduct	tion Start Date: 06/09/2018	
	Verify Identity ×	
By clicking on the "Ok" button, you hav you verification in order to finalize your required	protect your privacy, verify your identity by typing ur password. If you are not this user, click Cancel.	Y
Should you change your mind or the tra	User ID cel" button to delete the voluntary deduction request.	
OK Cancel	Password	
	Continue	

y of	H91-TSO	Laserfiche Forms Te	🖲 Modify a Person	🕘 Maintain Time Rep	CFW Position ePar	🖲 HRC Job Data View	2 -

CFW Employee Time and Money					
etic League	`	Ross,Connie			
9/2018	Transaction Request Type	Start Deduction			
	Deduction Code	FWPAL			
	Dedn Descr	FW Police Athletic League			
	*Fixed Deduction Amount	3.00			
E Intl Union 6/2018	*Enter Dedn Start Date	06/09/2018			
0/2018	Enter Dedn Stop Date				
0 Transaction was processed successfully Your Self-Service Voluntary deduction has been processed successfully in the system.					
6/2018					

If the user currently is setup for a deduction when clicking on the association the user can either change the deduction amount or stop the deduction. By selecting a Stop Date from the lookup. Each deduction will be stopped on the beginning of a pay period you select from the dropdown.

Employee Self Service	CFW Em	ployee T	ime and Money	
TX Municipal Police Assoc.		Ross,Con	nie 🗾 🎽	
Start Dt 05/12/2018			Change Dedn Amt	Stop Dedn
End	Transaction Request Type			
Amount 10.00	Deduction Code	TMPACN		
	Dedn Descr	TX Municip	al Police Assoc.	

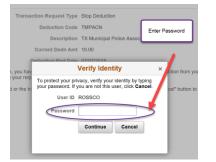
By selecting a Stop Date from the lookup. Each deduction will be stopped on the beginning of a pay period you select from the dropdown.

Dedn Descr. TX Municipal Police Assoc	CFW Emplo	oyee Time and Mon	iey		
Transaction Request Type Stop Deduction Deduction Code TMPACN Click on Str Deduction Code TMPACN Deduction Cod	R	toss,Connie			
Deduction Code TMPACN Click on Str. Deduction Code TMPACN Dedn and Deduce Assoc		Change Dedn Amt	Stop Dedn	Submit Dedn	
Dedn Descr. TX Municipal Police Assoc	Transaction Request Type	Stop Deduction			
	Deduction Code T	MPACN			Click on Stop
	Dedn Descr T	X Municipal Police Assoc.			Dedn and select date
Current Dedn Amt 10.00	Current Dedn Amt 1	10.00		G	from lookup
*Enter Dedn Stop Date 07/07/2018 Q	*Enter Dedn Stop Date	07/07/2018	۹		
Submission Date 07/30/2018	Submission Date 07	7/30/2018			
Submitter Oprid ROSSCO	Submitter Oprid R	ROSSCO			

The user will get a confirmation notice and select OK.

k	CFW Emp	loyee Time and Money	â	:
Submit Confirmation				
	Transaction Request Type	Stop Deduction		
	Deduction Code	TMPACN		
	Description	TX Municipal Police Assoc.		
	Current Dedn Amt	10.00		
	Deduction End Date	07/07/2018		
By clicking on the "Ok" bu verification in order to final		of Fort Worth to stop the requested deduction from your pay. You will be asked to re-enter your password	for identi	ity
Should you change your n	nind or the transaction have been	intered incorrectly, please click the "Cancel" button to delete the voluntary deduction request.		

The user will be asked to confirm identity by enter network password.



The user will receive the following message that the transaction was saved successfully.

018	Transaction Request Type	Stop Deduction
	Deduction Code	TMPACN
	Dedn Descr	TX Municipal Police Assoc.
N	Current Dedn Amt	10.00
ty Employees	*Enter Dedn Stop Date	07/07/2018
	Submission Date	07/30/2018
Your Self-Servic	Transaction was processed successfully e Voluntary deduction has been processed succ	cessfully in the system.
's /	ок	