Wildcat Bucks Deduction

Overview
This guide shows how to add, edit or cancel a Wildcat Bucks Deduction. The funds will be available on the pay day that corresponds to the pay period in which the deduction was initiated/updated or changed.

Only a single action may be performed per day. A single action is defined as adding a deduction, editing a deduction OR canceling a deduction. For example, if you add a deduction on Thursday, you may edit or cancel it on Friday.

ADD a deduction:
1) Open a browser and go to www.cwu.edu.
2) Click on MyCWU in upper right corner.
3) Click Sign In in upper right corner.
4) Enter your own CWU Username and Password and click Login.

Single Sign On Service
The application MyCWU on host my.cwu.edu will use your CWU network credentials. After accessing application.

Username:
TIME
Password:
**********
Login
5) Click on Employee Tab, then the Payroll folder and Payroll Deductions.

If you have a Wildcat Bucks deduction, it will appear in the Payroll Deductions list and you may edit or cancel (see Edit and/or Cancel instructions below).

**Enroll Payroll Deduction**

<table>
<thead>
<tr>
<th>Deduction Type</th>
<th>Description</th>
<th>Deduction Amount</th>
<th>Effective Date</th>
<th>Edit</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-Time Deduction</td>
<td>Wildcat Bucks</td>
<td>100.00</td>
<td>09/24/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One-Time Deduction</td>
<td>CWU Foundation</td>
<td>100.00</td>
<td>09/24/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Deductions</td>
<td>School Employee Credit Union</td>
<td>25.00</td>
<td>09/24/2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Important**

- Only ONE transaction per deduction may be submitted per day. If you need to make a correction to a transaction added or submitted on the last day of a pay period, contact Payroll Services, 963-2221.
- Your deduction will appear on the paycheck that corresponds to the pay period in which it was submitted.
- Funds will be available for use on the on the pay day for the pay period in which the transaction was submitted.
- When a deduction is removed it remains visible until the next business day. The effective date of a cancelled transaction should reflect today’s date and the transaction will remain unavailable for editing until the next date.
6) Click Add Deduction.

7) Complete the dollar amount and select the deduction type, then click Submit.
8) Click OK when you receive the confirmation.

EDIT:
1. Follow steps 1 – 5 above.
2. Click on the pencil icon.

3. Update data as desired, follow steps 7 and 8 above to complete.

CANCEL:
1. Follow steps 1 – 5 above.
2. Click on the trash can icon.

3. Update data as desired, then follow steps 7 and 8 above to complete.