

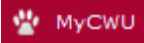
Wildcat Bucks Deduction

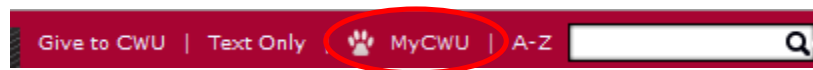
Overview

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.

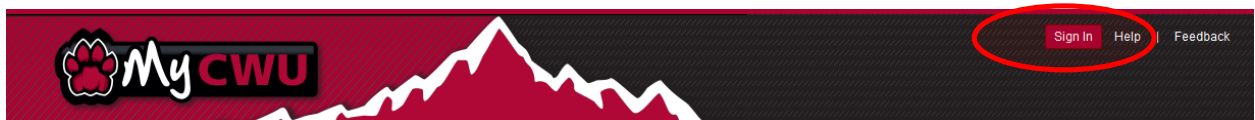
Only a single action may be performed per day. A single action is defined as adding a deduction, editing a deduction **OR** canceling a deduction. For example, if you add a deduction on Thursday, you may edit or cancel it on Friday.

ADD a deduction:

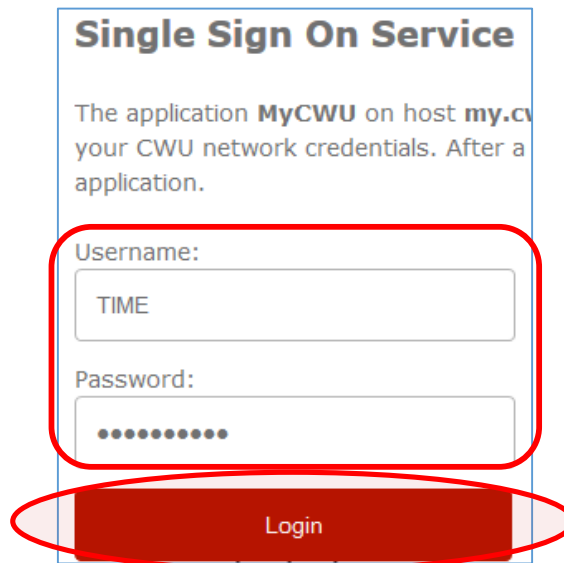
- 1) Open a browser and go to www.cwu.edu.
- 2) Click on  in upper right corner.



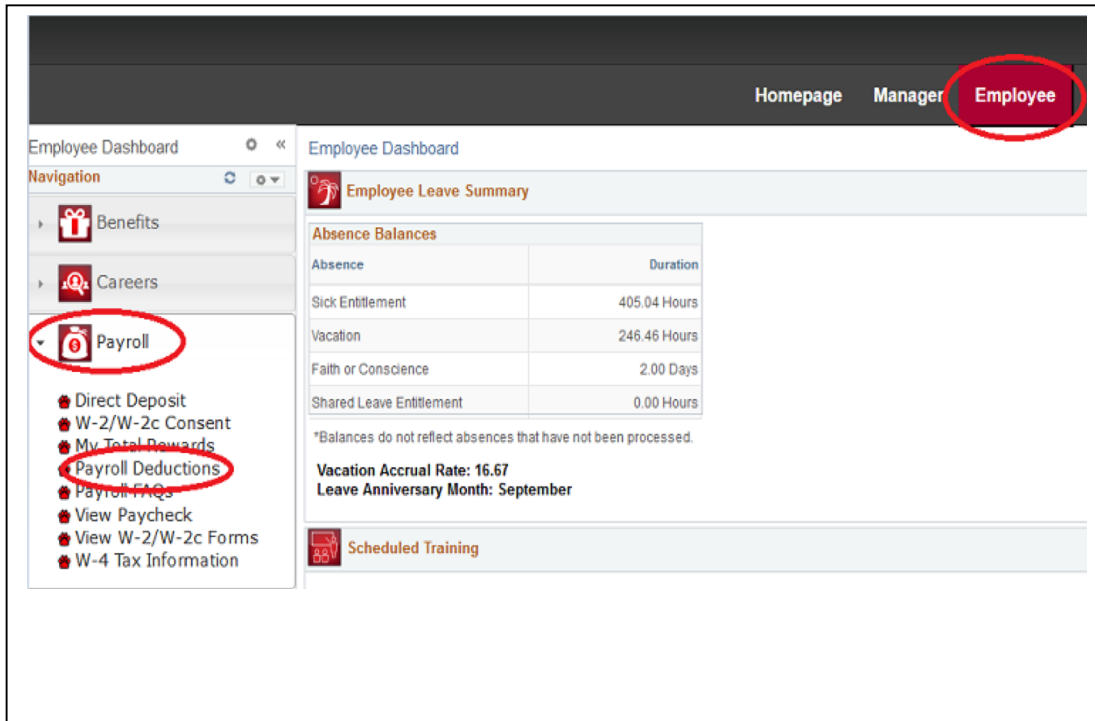
- 3) Click  in upper right corner.



- 4) Enter your own CWU **Username** and **Password** and click .

A screenshot of the 'Single Sign On Service' login form. It contains a title, a description of the application, and two input fields: 'Username:' with the placeholder text 'TIME' and 'Password:' with masked characters. Below these fields is a red 'Login' button, which is circled in red. The entire form is enclosed in a blue border.

5) Click on Employee Tab, then the Payroll folder and Payroll Deductions.



Employee Dashboard

Navigation

- Benefits
- Careers
- Payroll**
 - Direct Deposit
 - W-2/W-2c Consent
 - My Total Rewards
 - Payroll Deductions**
 - Payroll FAQs
 - View Paycheck
 - View W-2/W-2c Forms
 - W-4 Tax Information

Employee Dashboard

Employee Leave Summary

Absence Balances

Absence	Duration
Sick Entitlement	405.04 Hours
Vacation	246.46 Hours
Faith or Conscience	2.00 Days
Shared Leave Entitlement	0.00 Hours

*Balances do not reflect absences that have not been processed.

Vacation Accrual Rate: 16.67
Leave Anniversary Month: September

Scheduled Training

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

Payroll Deductions

	Deduction Type	Description	Deduction Amount	Effective Date	Edit	Cancel
1	One-Time Deduction	Wildcat Bucks	100.00	09/24/2018		
2	One-Time Deduction	CWU Foundation	100.00	09/24/2018		
3	Regular Ongoing Deductions	School Employee Credit Union	25.00	09/24/2018		

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.

Add Deduction

- 6) Click Add Deduction.

Wildcat Bucks Payroll Deduction

Wildcat Bucks Deduction					
	Deduction Type	Deduction Amount	Effective Date	Edit	Cancel
1					

[Add Deduction](#)

- 7) Complete the dollar amount and select the deduction type, then click Submit.

Add Wildcat Bucks Deduction

Empl ID 10019452

Wildcat Bucks Deduction

I, the undersigned, authorize Central Washington University to deduct the amount of:

\$ from my next regularly scheduled payroll check effective: 06/12/2018

Select Deduction Type:

Deduction Type

☐ One-Time Deduction ☐ Regular Ongoing Deductions

[Submit](#)

[Return](#)

- 8) Click OK when you receive the confirmation.

Message



Your deduction has been submitted and will be applied to your paycheck dated: 2018-06-25. (0,0)

OK

EDIT:

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

Wildcat Bucks Payroll Deduction



Wildcat Bucks Deduction					
	Deduction Type	Deduction Amount	Effective Date	Edit	Cancel
1	One-Time Deduction	25.00	06/12/2018		

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.

Wildcat Bucks Payroll Deduction

Wildcat Bucks Deduction					
	Deduction Type	Deduction Amount	Effective Date	Edit	Cancel
1	One-Time Deduction	25.00	06/12/2018		

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