# Payroll Deduction

## Navigate to the Banner SSB Payroll Deduction System

- **Search**: [Go](#)

**Employee**

- **Pay Information**: View your Direct Deposit payment details; View your Earnings and Deductions History; View your Pay Stubs; Establish or change Direct Deposit enrollment.
- **Benefits and Deductions**: Benefit Statement and History
- **Tax Forms**: NC-4, W-4, W-2, Electronic W-2 Consent

In order to access Payroll Deduction please navigate to Banner Self Service through PiratePort and click on the Employee Tab.

## Update your Payroll Deduction

**Voluntary Miscellaneous Benefits**

- **Faculty/Staff Giving OS**
  - Benefit or Deduction as of: Nov 06, 2019
  - Status of Benefit or Deduction: Active
  - Start Date: Oct 16, 2019
  - End Date: Plan: EMPL 9 AMT: E23073-Accounting Department 20.00

- **Add a New Benefit or Deduction**

**Update Miscellaneous**

- Make a selection and then choose Submit Changes to process the record. Select Restore Original Values to reset the values.
- * indicates a required field.

**Faculty/Staff Giving OS**
- Deduction Effective as of:
  - Oct 16, 2019

**Plans Effective as of:**
- Jul 01, 2019

**Status:**
- Active

**Effective Date of Change:**
- Note: Effective Date must be after Oct 15, 2019 (the date you were last paid)
  - Oct 16, 2019

**ELECTION**
- My Choice
  - E23073-Accounting Department

**Note**: Any existing Payroll Deductions, along with your deduction history, will display.

Once on the Employee Tab, click the Voluntary Miscellaneous Benefits link.

To update an existing deduction, click the update link adjacent to the Fund you would like to modify.

Make changes accordingly based on status, effective date, and dollar amount. Click Submit Changes when finished.

Click Add a New Benefit or Deduction