

# Payroll Deduction

## Navigate to the Banner SSB Payroll Deduction System



Search

### 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**  
Benefits 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.

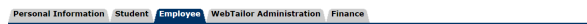


Search

### Benefits and Deductions

- [Benefit Statement](#)
- [Mandatory Retirement](#)
- [Health Insurance](#)
- [NC Flex Benefits](#)
- [Voluntary Miscellaneous Benefits](#)
- [Open Enrollment](#)

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



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### Voluntary Miscellaneous Benefits

Select Add a New Benefit or Deduction to add a new record.

**Faculty/Staff Giving 01**  
**Benefit or Deduction as of date:** Nov 06, 2019  
**Status of Benefit or Deduction:** Active  
**Start Date:** Oct 16, 2019  
**End Date:**  
**Plan:** E23073-Accounting Department  
**EMPL \$ AMT:** 20.00

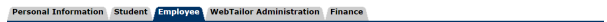
[History](#) | [Update](#) | [Contributions or Deductions](#)

[ [Benefit Statement](#) | [Mandatory Retirement](#) | [Health Insurance](#) | [NC Flex Benefits](#) ]

Click Add a New Benefit or Deduction

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

## Update your Payroll Deduction



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### Voluntary Miscellaneous Benefits

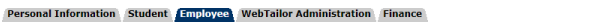
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[History](#) | [Update](#) | [Contributions or Deductions](#)

[ [Benefit Statement](#) | [Mandatory Retirement](#) | [Health Insurance](#) | [NC Flex Benefits](#) ]

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



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### 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 01**  
**Deduction Effective as of:** Oct 16, 2019

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

**Status:**

**Effective Date of Change MM/DD/YYYY:**   
**Note: Effective Date must be after Oct 15, 2019 the date you were last paid.**

#### ELECTION My Choice

- E23073-Accounting Department
- EA3148-Accounting Scholarship
- MT7012-Adult/Pediatric Hlth Ca
- MT7718-Ahoshkie CSLC Patient Ca
- ET4979-Womens Studies Fund
- EC3056-WRT Access Scholarship
- 0057-WRT Honors College Sch

**EMPL \$ AMT** 999999.99 :

Make changes accordingly based on status, effective date, and dollar amount. (To end a deduction, change the status to "Inactive" and the dollar amount to 0.00. Both steps are required.) Click Submit Changes when finished.