

# Bruce T. Halle Assistance Fund Voluntary Deductions QRG

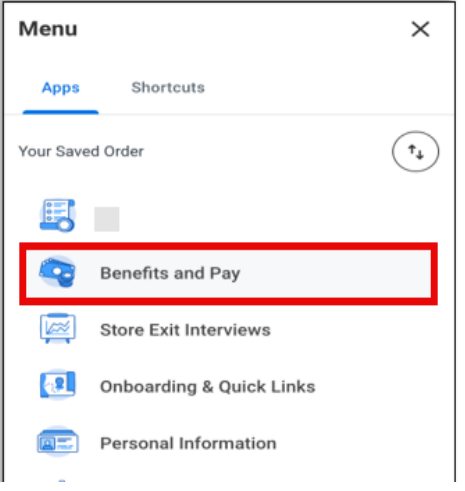
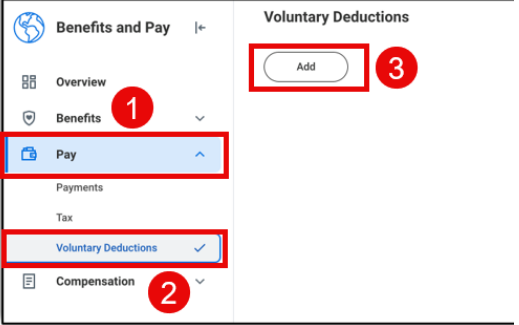
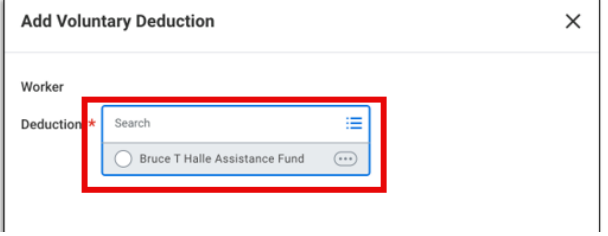
## Purpose and Overview

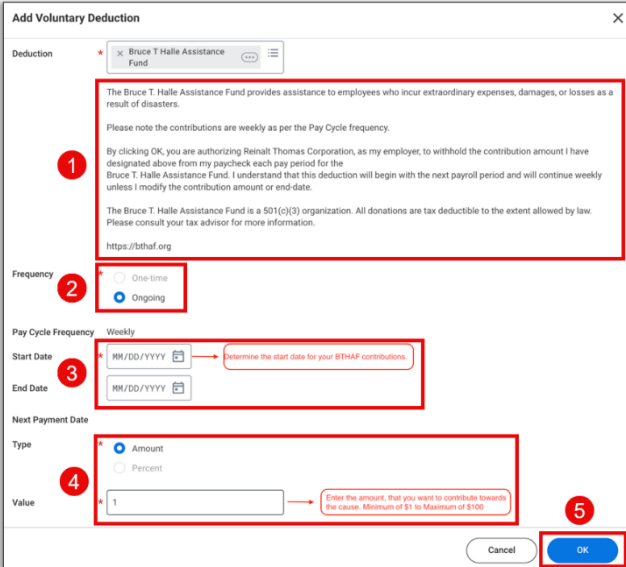

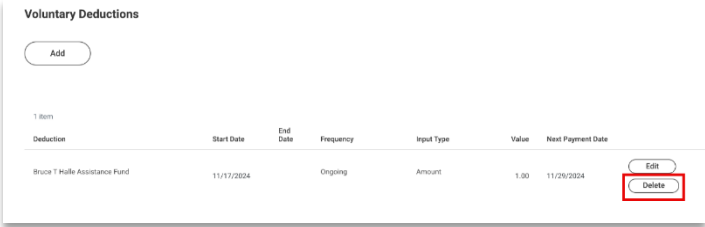
The Bruce T. Halle Assistance Fund exists to care for and provide Our People with confidential relief during unforeseen hardships by raising awareness and promoting contributions to the fund in a manner reflecting the values, compassion, and integrity of our organization and its founder.

Employees can set up weekly payroll deductions to support the BTHAF. The purpose of this guide is to provide steps to:

- [Set Up a Voluntary Ongoing Deduction](#)
- [Edit/Delete a Voluntary Ongoing Deduction](#)

## Set Up a Voluntary Ongoing Deduction

Step	Action	
1	<p>From the Workday Homepage, navigate to <b>Benefits and Pay</b> from the 'Menu' bar located in the top left corner.</p> <p><b>Note:</b> You may also access Benefits and Pay from Your Top Apps.</p>	
2	<ol style="list-style-type: none"> <li>1. Click the <b>Pay</b> dropdown.</li> <li>2. Select <b>Voluntary Deductions</b>.</li> <li>3. Click <b>Add</b>.</li> </ol>	
3	<p>From the 'Deduction' dropdown, select <b>Bruce T Halle Assistance Fund</b>.</p>	

Step	Action
<p><b>4</b></p> <ol style="list-style-type: none"> <li>1. Review the BTHAF information.</li> <li>2. Select the <b>Ongoing</b> frequency. <b>Note:</b> Ongoing is the only option that may be chosen at this time.</li> <li>3. Choose a <b>Start Date</b> and <b>End Date</b> for the contributions. <b>Note:</b> If an <b>End Date</b> is not chosen, deductions will continue 'Weekly' until you edit the deduction.</li> <li>4. Select <b>Amount</b> and choose a <b>Value</b>. Values must be between 1 and 100. Decimal values (e.g., 1.50) are allowed. <b>Note:</b> Deductions are made post-tax.</li> <li>5. Click <b>OK</b>.</li> </ol>	
<p><b>5</b></p> <p>Review the summary of your selections in the confirmation window.</p> <p>Click <b>Done</b>.</p>	
<p><b>6</b></p> <p>Your Voluntary Deduction will display.</p> <p>If you want to delete your Voluntary Deduction immediately, click <b>Delete</b>.</p> <p><b>Note:</b> The Delete button will only be available if the Voluntary Deduction hasn't been processed. After it has been processed, you will only be able to <a href="#">Edit the Deduction</a> with an <b>End Date</b>.</p>	



## Edit/Delete a Voluntary Ongoing Deduction

Once a Voluntary Ongoing Deduction has been processed, the only option is to **Edit**.

- If you want to edit the deduction (e.g., change the deduction amount), you will need to end the current deduction by entering an **End Date**. Then, add a new deduction by following the [steps above](#).
- If you want to delete the deduction completely, you will need to edit the deduction and enter an **End Date**.

Step	Action
<p><b>1</b></p> <p>To edit or delete existing deductions, navigate to <b>Benefits and Pay</b> from the Workday Menu Bar located in the top left corner.</p> <ol style="list-style-type: none"> <li>1. Click the <b>Pay</b> dropdown.</li> <li>2. Select <b>Voluntary Deductions</b>.</li> <li>3. Click <b>Edit</b>.</li> </ol>	
<p><b>2</b></p> <ol style="list-style-type: none"> <li>1. Select an <b>End Date</b> for the deduction. The End Date must be after the current pay period. <b>Note:</b> If you need to end a deduction for the current pay period, please consult your Payroll Administration Team.</li> <li>2. Click <b>OK</b>.</li> </ol>	
<p><b>3</b></p> <p>Review the summary of your selections in the confirmation window.</p> <p>Click <b>Done</b>.</p>	

## Contact

For questions regarding BTHAF deductions, email [payroll@discounttire.com](mailto:payroll@discounttire.com).