INSTRUCTIONS
PAYROLL DEDUCTION FORM FOR GRADUATES ON CONTRACTS

Completing the WebForm

1. Log into UD WebForms via www.udel.edu/payroll/ and selecting UD Web Forms on the left.

2. Select the PAY General Deductions form from the BLANKS tab:

The form will display your Name & Employee ID as the Form Originator, and your Employee Information when the form is opened.  (Information has been blanked out in the example below for demo purposes only!)

3. In the Deduction type dropdown, select Student Fees (A/RSTU):
Once you have selected the Student Fees (A/RSTU) form, the form will display additional fields to select from:

- **Effective Date**: This date will default to the start of the semester the deduction will be applied to, (i.e., 9/1/XXXX = Fall, 2/1/XXXX = Spring), and cannot be changed.
- **Fee will apply to**: This will display the name of the semester (Fall or Spring) and cannot be changed.
- **Pay Schedule**: This will default to Semimonthly Other, and cannot be changed.

4. For **Student Fees**, please select the fees you wish to have deductions taken for and select [Next Step]. The **Per pay Amount** defaults to the TOTAL of the fees selected divided over 4 pay periods:

![Image of form with fees and calculations]

In this example, the fees selected total $500. $500/4 = $125 for Per Pay Amount

5. **Please Note** - In the Routing Section, **Comments** and **Attachments** **ARE NOT REQUIRED!!!**

   *You do not have to enter anything in this section.*

6. Select [Finish & Submit] to send the form to Payroll for processing.

7. You are now required to “Report these Credits” on your Student Finance Account so that the SFS Office is aware of how, and when, these fees will be paid. A link to a video on this process can be found [here](#).

**Viewing the Completed WebForm**

8. View the Completed form to ensure you have sent the correct deductions to payroll for processing. In the tab, select the form you just sent for processing by clicking on the form:
9. When the completed form opens up, you will be able to see the fees you selected for processing. 

***If you receive an Error Message while trying to submit your form, Please see TROUBLE-SHOOTING ERROR MESSAGES before contacting Payroll. ***

Completed Webform

*(Information has been blanked out in the example below for demo purposes only!)*
TROUBLE-SHOOTING ERROR MESSAGES

- **ERROR MESSAGE #1**

  ![Error Message #1](image)

  WHY IS THIS HAPPENING?
  - You have previously submitted a form and are trying to submit another one for the SAME term or semester.

  WHAT TO DO:
  - Only one form can be submitted online per semester.
  - You will need to send an email to [pr-staff@udel.edu](mailto:pr-staff@udel.edu) to make ANY modifications to your Student Fees deductions. **Modifications will not be made without the email being sent.**

- **ERROR MESSAGE #2**

  ![Error Message #2](image)
WHY IS THIS HAPPENING?
  - You have not selected any Student Fees, so the Per Pay Amount is equal to $0.00.

WHAT TO DO:
  - At least ONE (1) Student Fee must be selected BEFORE you can move forward to the next step.
  - Make a selection on the Student Fees section. Once a selection is made, you will see the Per Pay Amount total. Select “Next Step” when you have made all of your selections.

END OF PROCESS