

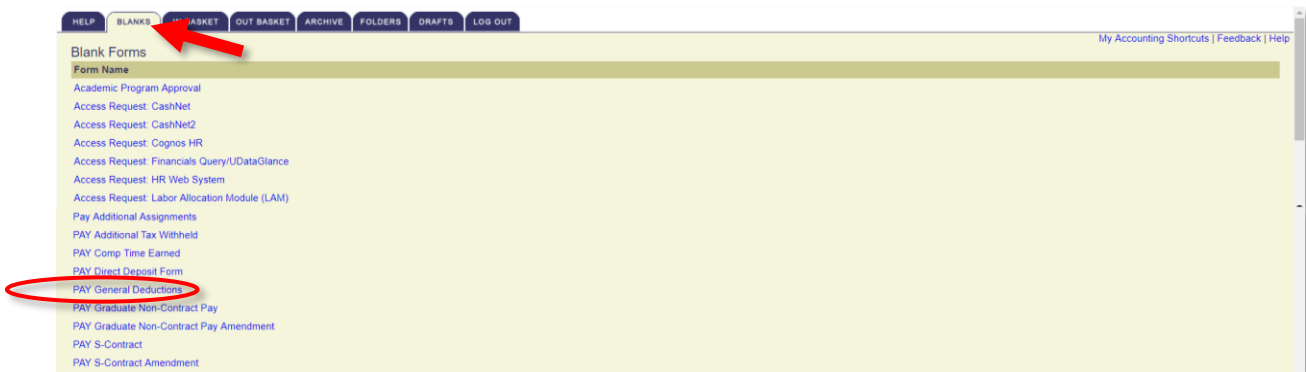
INSTRUCTIONS

PAYROLL DEDUCTION FORM FOR GRADUATES ON CONTRACTS

Completing the WebForm

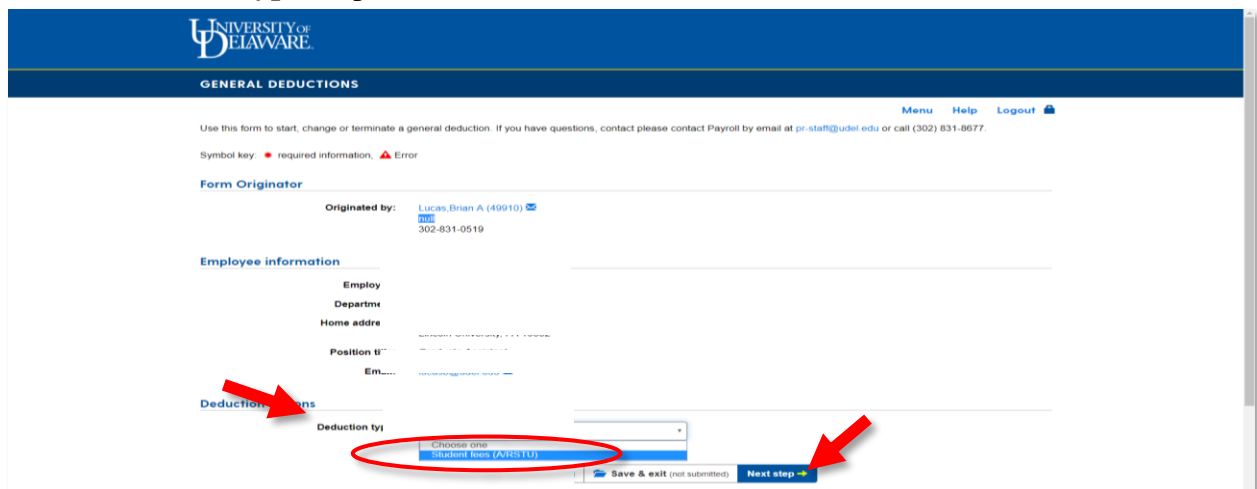
1. Log into **UD WebForms** via www.udel.edu/payroll/ and selecting UD Web Forms on the left.

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/XXX = 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:

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!)

GENERAL DEDUCTIONS

[Menu](#) [Help](#) [Logout](#)

Req ID: 2081915

Use this form to start, change or terminate a general deduction. If you have questions, contact please contact Payroll by email at pr-staff@udel.edu or call (302) 831-8677.

Form Originator

Originated by: [Lucas, Brian A \(49910\)](#)

Deduction information

Employee: [Lucas, Brian A \(49910\)](#)

Department: Electrical and Computer Engrg

Home address: Lincoln University, PA 19352

Position title: Graduate Assistant

Email:

Deduction type: Student fees (AIRSTU)

Effective date: 08/23/2019

Pay schedule: ~~XXXXXXXXXX~~

Student Fees: Student Center Fee (\$119.00)

Per pay amount:

Comments: RETEST BUG 30131

Routing

Form Originator		2019-08-23 14:06
Copy	PayDeductions-SFS	
Copy	Lucas, Brian A	
Copy		

TROUBLE-SHOOTING ERROR MESSAGES

• ERROR MESSAGE #1

The screenshot shows the top of the University of Delaware website with the logo and the text "UNIVERSITY OF DELAWARE". Below this is a dark blue header with "GENERAL DEDUCTIONS" in white. To the right of the header are links for "Menu", "Help", and "Logout" with a lock icon. The main content area has a white background with a blue border. It contains the following text: "Use this form to start, change or terminate a general deduction. If you have questions, contact please contact Payroll by email at pr-staff@udel.edu or call (302) 831-8677." Below this is a "Symbol key:" section with a red asterisk for "required information" and a red triangle for "Error". A red-bordered box contains the error message: "Address the following issue(s) before proceeding." followed by a bullet point: "You have previously submitted this form for this term/semester. Please send an email to pr-staff@udel.edu to make modifications." Below the error box is a "Form Originator" section with a label "Originated by:" and a blank input field.

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 to make ANY modifications to your Student Fees deductions. **Modifications will not be made without the email being sent.**

• ERROR MESSAGE #2

The screenshot shows the top of the University of Delaware website with the logo and the text "UNIVERSITY OF DELAWARE". Below this is a dark blue header with "GENERAL DEDUCTIONS" in white. To the right of the header are links for "Menu", "Help", and "Logout" with a lock icon. The main content area has a white background with a blue border. It contains the following text: "Use this form to start, change or terminate a general deduction. If you have questions, contact please contact Payroll by email at pr-staff@udel.edu or call (302) 831-8677." Below this is a "Symbol key:" section with a red asterisk for "required information" and a red triangle for "Error". A red-bordered box contains the error message: "Address the following issue(s) before proceeding." followed by a bullet point: "Per pay amount is invalid." Below the error box is a "Form Originator" section with a label "Originated by:" and a blank input field. Below that is a "Deduction options" section with the following fields: "Deduction type:" (dropdown menu showing "Student fees (A/RSTU)"), "Effective date:" (text input showing "09/23/2019" with a note "(use format mm/dd/yyyy)"), "Fee will apply to:" (dropdown menu showing "Fall"), "Pay schedule:" (radio buttons for "Semimonthly" and "Other", with "Semimonthly" selected), "Student Fees:" (checkboxes for "International Student Service Fee (\$160.00)", "Student Center Fee (\$119.00)", "Student Health Fee (\$227.00)", "Grad Recreation Fee (\$50.00)", and "Mandatory Medical Insurance Fee (\$171.00)"), "Per pay amount:" (text input showing "Student fees divided over 4 pay periods." and "\$ 0.00"), and "Comments:" (text area). A red circle is drawn around the "Student Fees" section. At the bottom of the form are three buttons: "Exit without saving" (with a red X icon), "Save & exit (not submitted)" (with a blue folder icon), and "Next step" (with a blue arrow icon).

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