

# UNIVERSITY of HOUSTON

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## COLLEGE of NATURAL SCIENCES & MATHEMATICS

### Instructions for Payroll Deduction via PASS

1. Log in



2. Select PASS



HR

3. Select Payroll & Compensation



4. Select Voluntary Deductions



5. Select **Add Deduction** to enter your gift

\*Enter **Amount** or Percent to be deducted

\*Select whether Deduction is a **Flat Amount** or Percent

Take deduction until I reach this **Goal Amount**

\*Type of Deduction

\*Enter Deduction **Start Date**   (example: 12/31/2000)

Enter Deduction **Stop Date**   (example: 12/31/2000)

\*End date should be a minimum of 32 days from start date

6. **Amount** is how much you want out per pay check.
7. Select **Flat Amount**.
8. **Goal Amount** will be your total gift.
9. You can search **Type of Deduction** to select NSM.
10. **Start Date** will be when you want the deductions to begin. Deductions will conclude when you've completed your **Goal Amount**. You can schedule multiple deductions if you support other initiatives as well. So you may set up start and stop dates for your designations.
11. There is a **Comments** section for you to add your area of designation – Dean's Innovation Fund, Crossing the Finish Line, or other areas of specific interest.
12. Then hit **Submit**
13. **Once processed your deductions will show up in your voluntary deductions like this:**

**Voluntary Deductions**

| Deduction Type                 | Start Date | Stop Date  | Status    | Deduction                                                                          | Goal Amount                                                                         | Goal Balance                                                                        |                                     |
|--------------------------------|------------|------------|-----------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------|
| Graduate School of Social Work | 06/01/2021 | 10/01/2021 | In Future |  |  |  | <input type="button" value="Edit"/> |
| Natural Science & Mathematics  | 01/01/2021 | 05/01/2021 | Currently |  |  |  | <input type="button" value="Edit"/> |