

CPS@Work Employee Self-Service
LUNCHROOM EMPLOYEES
Updating Voluntary Salary Advance (Bridge Loan)

Below are step-by-step instructions for updating your elections via employee self-service. This option will only be offered for this payroll calendar change. For assistance, call HR Payroll Services **773/553-4729, option 1**.

Important Information:

Employees who would like to elect for the bridge loan option must complete the on-line form. Lunchroom Employees will only have access to Voluntary Salary Advance (Bridge Loan).

- Lunchroom employees may elect to get a short-term loan to bridge the five-day period (Pay Period 8). The loan will be limited to five (5) days pay and will be deducted in four (4) installments. Loans will be paid on April, 24, 2009.

Employees who do not want to elect an option are *not required* to take any actions.

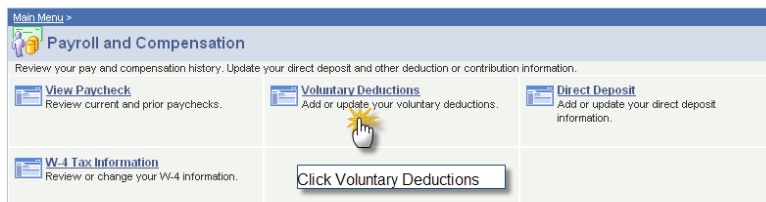
Step 1: Login into PeopleSoft

The CPS@Work portal can be accessed from work or home at <https://www.cpsatworkprod.cps.k12.il.us>. The employee's user ID and password are the same as the network id and password.

Step 2: Click on "My Personal Information"

Step 3: Enter the Self-Service Section of "My Payroll"

After you click on "**My Payroll**," click on the link for "**Voluntary Deduction**".



Step 4: Voluntary Deduction

After clicking the link for "**Voluntary Deduction**," click "**edit**" to enter the number of days for which you would like payment. This option will only be offered for this payroll calendar change. This option will not be available after March 30, 2009.

Voluntary Deductions

Board of Ed City of Chicago

Review, add or update your voluntary deductions information.

Voluntary Deductions						
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance
Voluntary Salary Advance	02/20/2009	03/01/2009	Current			0.00
						Edit
Add Deduction						
Return to Payroll and Compensation						

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Step 5: Change Voluntary Deduction

Go to **“Enter Amount/Percent to be deducted.”** Elect any number between 1 – 5. Click **“save”** after entering the number of days for which you would like to receive payment.


DO NOT MAKE ANY CHANGES TO ANY OTHER FIELDS ON THIS SCREEN.

Voluntary Deductions
Change Voluntary Deduction

Board of Ed City of Chicago

*Type of Deduction: Voluntary Salary Advance

*Check whether Deduction is a Flat Amount or Percent: Amount

*Enter Amount/Percent to be deducted:  Enter the number of days (whole numbers) you would like to elect for bridge loan. Employees may elect any number of days between 1 - 5.

Take deduction until I reach this Goal Amount:

*Enter Deduction Start Date: 02/27/2009 (example: 12/31/2000)

Enter Deduction Stop Date: 03/01/2009 (example: 12/31/2000)

Current Balance: 0.00


* Required Field


[Return to Voluntary Deductions](#)

Step 6: Confirmation

After clicking on **“save,”** you will receive a confirmation screen acknowledging the transaction was successful. Click **“OK”** to review your election choice.

Voluntary Deductions
Save Confirmation

 The Save was successful.
However, due to timing, your change may not be reflected on the next paycheck.

 Click OK

Step 7: Voluntary Deduction Screen

Elections are displayed as a dollar value, translated to equal your daily rate times to whole value (example: \$5 will be translated to 5 X daily rate). At this point, you can edit your choice by clicking on **“edit.”** To return to the menu, click on **“Return to Payroll and Compensation.”**

Voluntary Deductions

Board of Ed City of Chicago

Review, add or update your voluntary deductions information.

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance
Voluntary Salary Advance	02/27/2009	03/01/2009	Current	\$5.00		0.00 <input type="button" value="Edit"/>

[Return to Payroll and Compensation](#)

In this example the employee elected 5 days for bridge loan. The deduction will appear as a dollar value. The value will be translated to 5 days at the employee's current rate of pay.