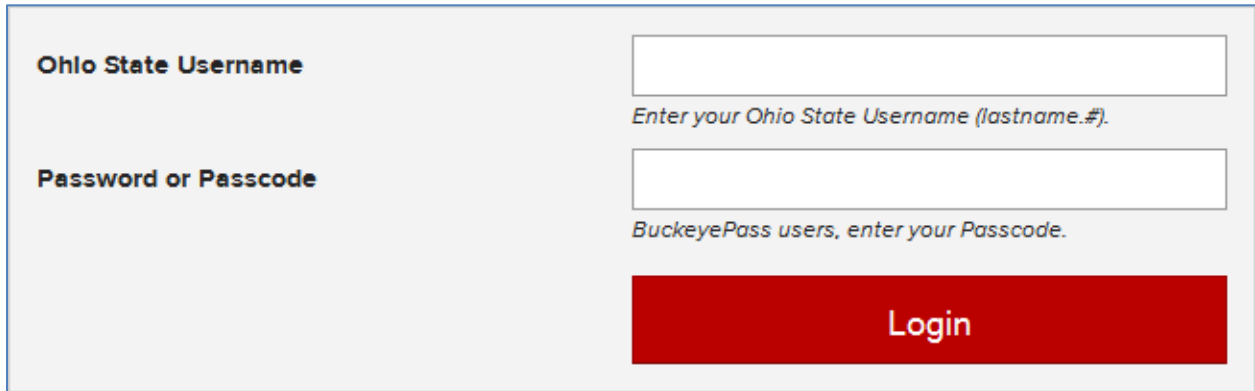


Go to Employee Self Service

1. Navigate to <http://eprofile.osu.edu> to access Employee Self Service.
2. Enter your Ohio State **Username** (lastname.#) and **Password** in the appropriate boxes and press the red **Login** button.

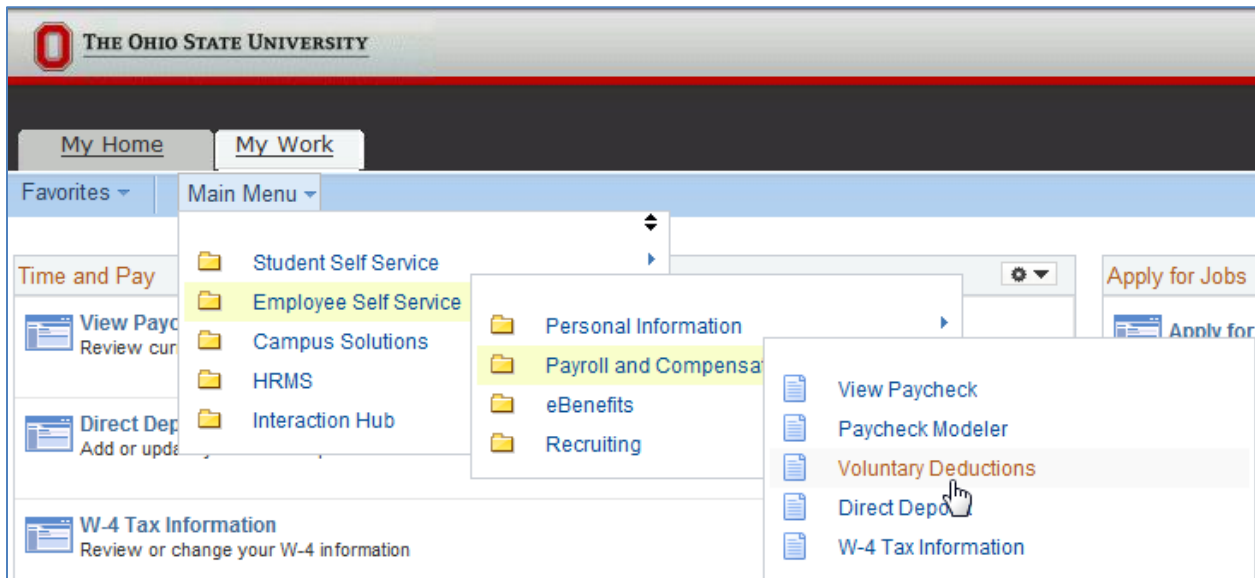


The login form contains two input fields. The first is labeled "Ohio State Username" and has a placeholder text "Enter your Ohio State Username (lastname.#)". The second is labeled "Password or Passcode" and has a placeholder text "BuckeyePass users, enter your Passcode." Below the fields is a large red button labeled "Login".

Go to the Add Voluntary Deduction Page

1. Click on the **Main Menu** link in the top left of the webpage and then navigate to the **Voluntary Deductions** page by clicking on:

Employee Self Service > Payroll and Compensation > Voluntary Deductions



2. On the Voluntary Deductions page, press the **Add Deduction** button.

Voluntary Deductions

Brutus Buckeye
The Ohio State University

Review, add or update your voluntary deductions information.

Voluntary Deductions							
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	

Add Deduction

3. The **Add Voluntary Deduction** page appears.

Voluntary Deductions

Add Voluntary Deduction

Brutus Buckeye
The Ohio State University

*Type of Deduction

*Select whether Deduction is a Flat Amount or Percent

*Enter Amount or Percent to be deducted

Take deduction until I reach this Goal Amount

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

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

Current Balance 0.00

Submit

* Required Field

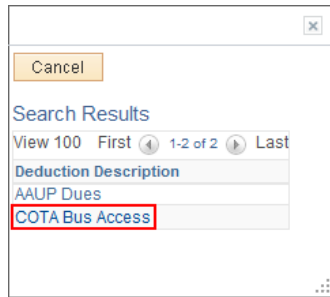
[Return to Voluntary Deductions](#)

Add the Voluntary Deduction

1. Click on the magnifying glass next to the **Type of Deduction** field.



2. Select the **COTA Bus Access** deduction option.



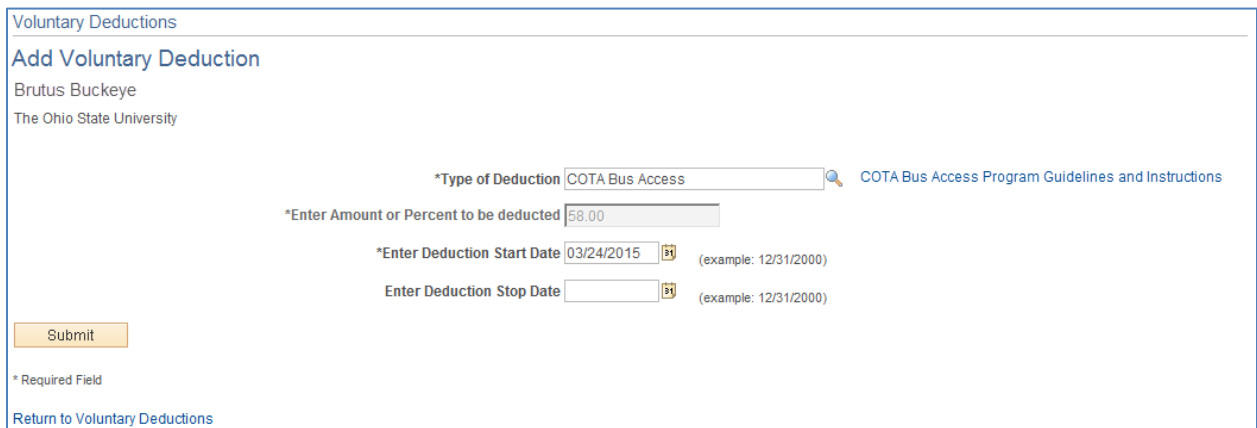
3. The **Deduction Start Date** will default to the current date.

If you are paid biweekly, if the Deduction Start Date you enter is on or before the **7th** of the month, a COTA bus access deduction will come out of your paycheck that month making you eligible to ride the bus the following month.

If you are paid monthly, if the Deduction Start Date you enter is on or before the **15th** of the month, a COTA bus access deduction will come out of your paycheck that month making you eligible to ride the bus the following month.

The **Deduction Stop Date** should be left blank.

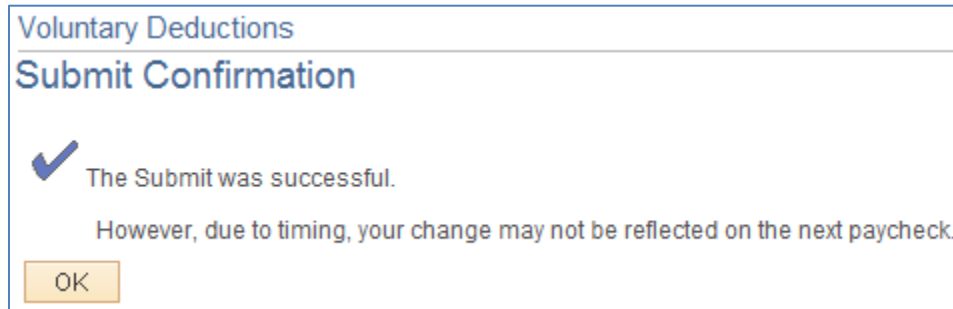
If you have any questions regarding the COTA Bus Access program, click on the **COTA Bus Access Program Guidelines and Instructions** link.



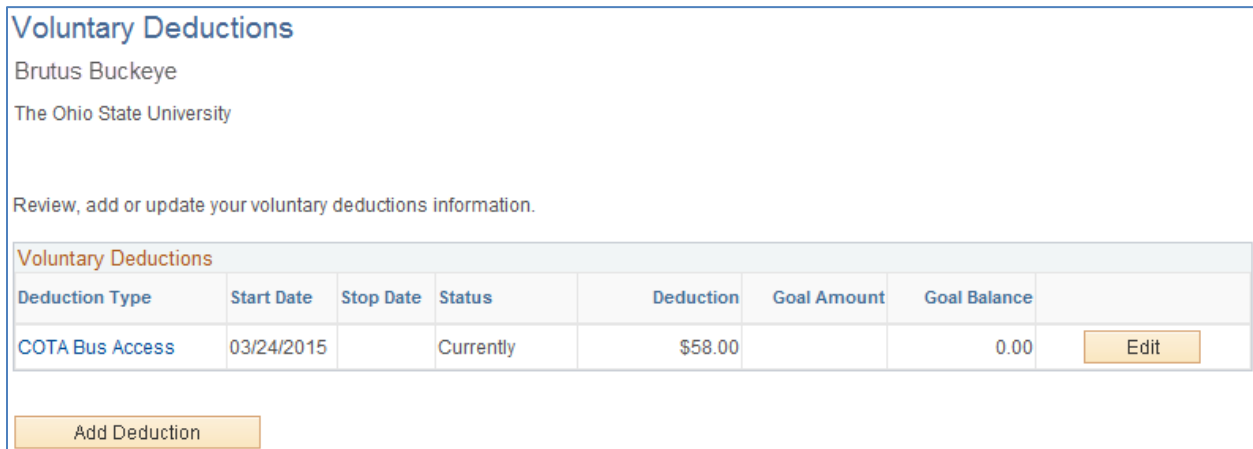
4. Press the **Submit** button.

Confirm and View the Deduction Enrollment

1. A Submit Confirmation page appears informing you that your deduction enrollment is complete. Press the **OK** button to go back to the main Voluntary Deductions page.



2. The main **Voluntary Deductions** page displays the newly enrolled COTA Bus Access deduction.



3. You will receive an email confirming your election and summarizing the COTA Bus Access Payroll Deduction Program details.

Additional COTA Bus Access Information

All employees enrolling in the COTA Bus Access Payroll Deduction Program will need to obtain a new BuckID prior to riding COTA. You can obtain your new BuckID free of charge at the BuckID office in the Ohio Union.