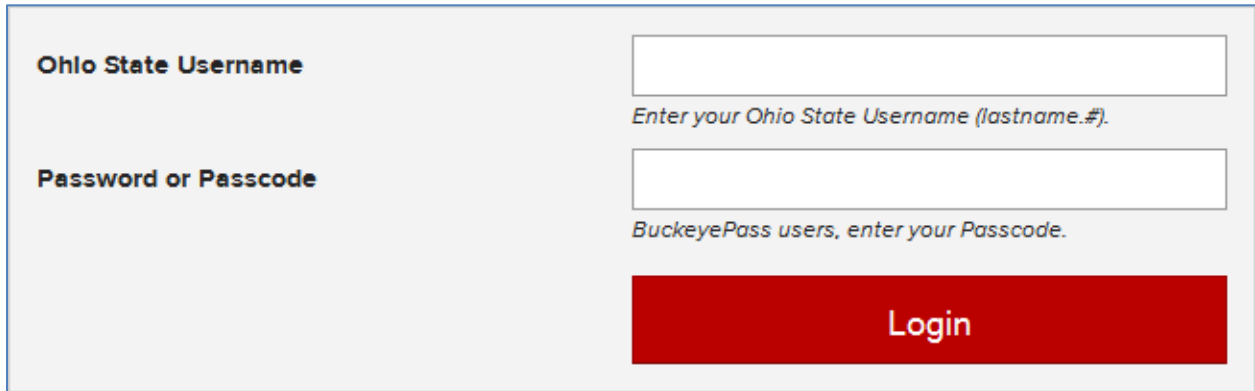


Go to Employee Self Service

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.

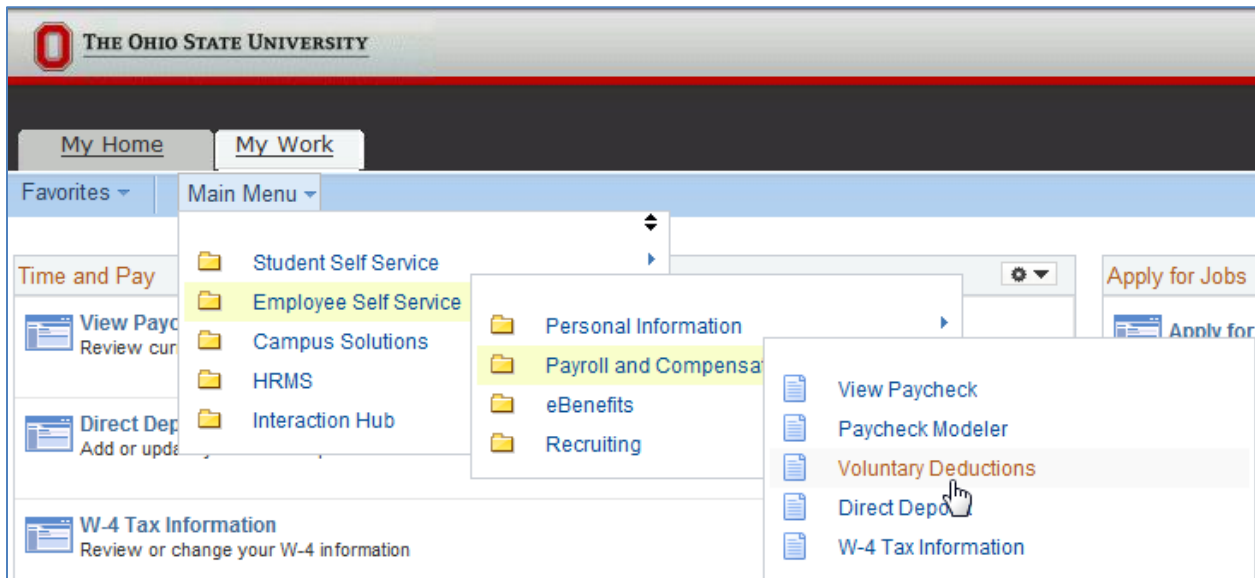


The login form contains two input fields. The first is labeled "Ohio State Username" and has a placeholder text "Enter your Ohio State Username (lastname.#)". The second is labeled "Password or Passcode" and has a placeholder text "BuckeyePass users, enter your Passcode." Below the fields is a large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

Go to the Change 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



- On the Voluntary Deductions page, press the **Edit** button corresponding to your COTA Bus Access deduction.

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	
COTA Bus Access	03/24/2015		Currently	\$58.00		0.00	Edit

[Add Deduction](#)

- The **Change Voluntary Deduction** page appears.

Voluntary Deductions

Change Voluntary Deduction

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*Type of Deduction COTA Bus Access [COTA Bus Access Program Guidelines and Instructions](#)

*Enter Amount or Percent to be deducted

*Enter Deduction Start Date 03/24/2015 (example: 12/31/2000)

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

[Submit](#)

* Required Field

[Return to Voluntary Deductions](#)

Stop the Voluntary Deduction

1. Click on the calendar icon next to the **Deduction Stop Date** field to select the date you would like your COTA Bus Access deduction to stop.

If you are paid *biweekly*, if the Deduction Stop Date you enter is on or before the **7th** of the month, a COTA bus access deduction will **NOT** come out of your paycheck that month, thereby removing your eligibility to ride the bus the following month.

If you are paid *monthly*, if the Deduction Stop Date you enter is on or before the **15th** of the month, a COTA bus access deduction will **NOT** come out of your paycheck that month, thereby removing your eligibility to ride the bus the following month.

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

Voluntary Deductions


Change Voluntary Deduction

Brutus Buckeye
The Ohio State University

*Type of Deduction COTA Bus Access [COTA Bus Access Program Guidelines and Instructions](#)

*Enter Amount or Percent to be deducted

*Enter Deduction Start Date 03/24/2015 (example: 12/31/2000)

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

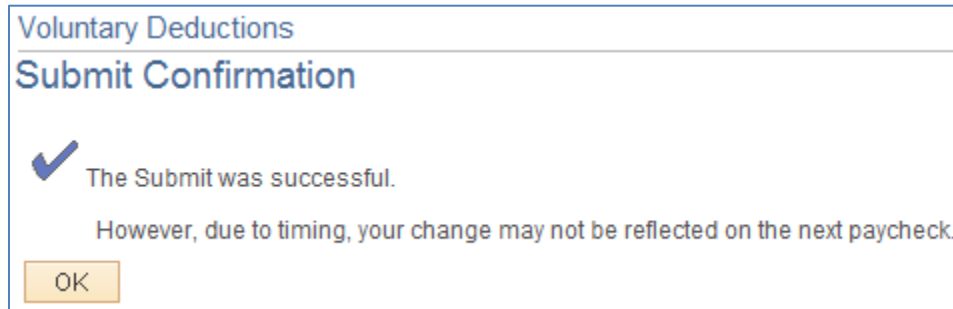
* Required Field

[Return to Voluntary Deductions](#)

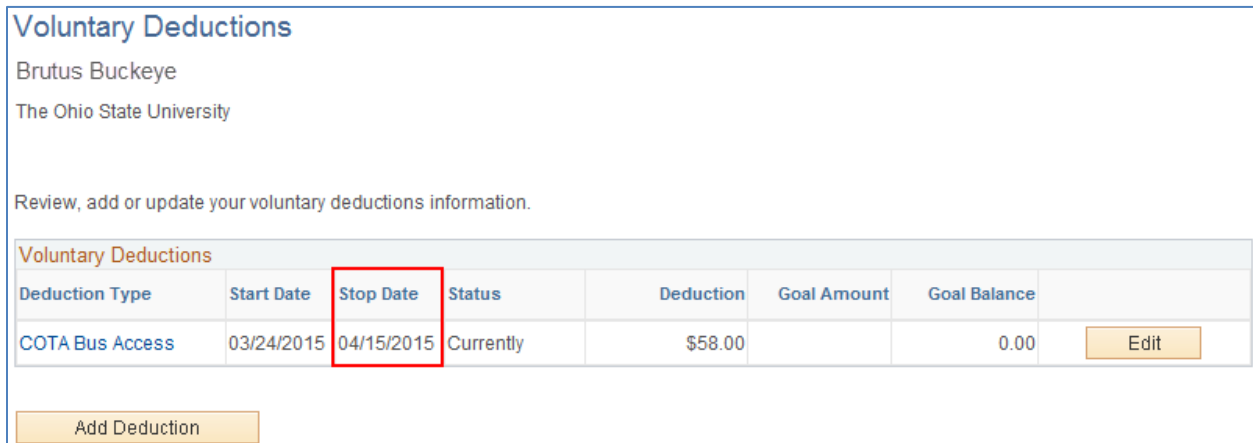
2. Press the **Submit** button.

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 COTA Bus Access deduction with the stop date you entered.



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