Starting Your COTA Bus Access Payroll Deduction

**Go to Employee Self Service**

1. Navigate to [http://eprofile.osu.edu](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.

![Login Form](https://example.com/login-form.png)

**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 &gt; Payroll and Compensation &gt; Voluntary Deductions

![Main Menu](https://example.com/main-menu.png)
2. On the Voluntary Deductions page, press the Add Deduction button.

3. The Add Voluntary Deduction page appears.
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.

```
Voluntary Deductions
Submit Confirmation

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

OK
```

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

```
Voluntary Deductions
Brutus Buckeye
The Ohio State University

Review, add or update your voluntary deductions information.

Voluntary Deductions

<table>
<thead>
<tr>
<th>Deduction Type</th>
<th>Start Date</th>
<th>Stop Date</th>
<th>Status</th>
<th>Deduction</th>
<th>Goal Amount</th>
<th>Goal Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>COTA Bus Access</td>
<td>03/24/2015</td>
<td>Currently</td>
<td></td>
<td>$58.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

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.