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.

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

![Voluntary Deductions Table]

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

![Change Voluntary Deduction Form]
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.

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.