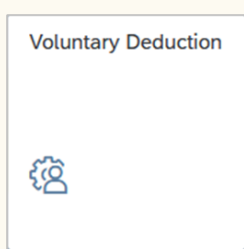# VOLUNTARY DEDUCTION
Role: Employees

This module allows employee to **voluntarily donate** a specific amount of their monthly salary **to their selected or preferred association's fund** via Sistem Sumber Manusia Employee Self-Service (SSM ESS).
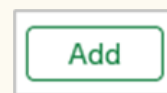
With this module, employees can submit their voluntary deductions without requesting to their Department Payroll Clerk.
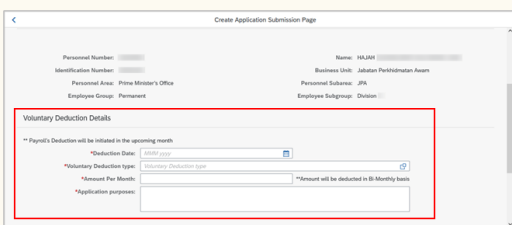
Create Voluntary Deduction

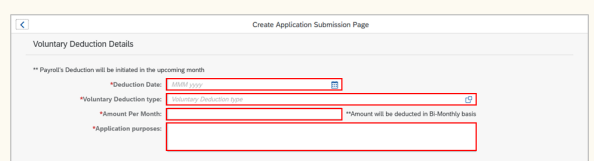**1** Navigate to and click on **Voluntary Deduction** tile.
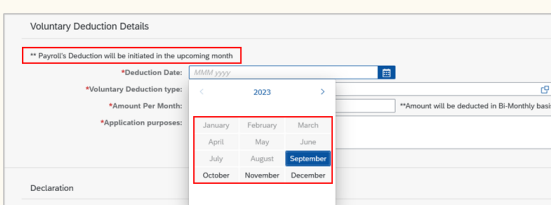

2 Click **Add** button.

3 Navigate to **Voluntary Deduction Details** section.

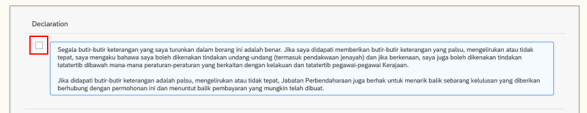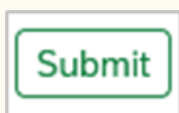**4** Fill in **Deduction Date, Voluntary Deduction type, Amount Per Month** and **Application purposes.**

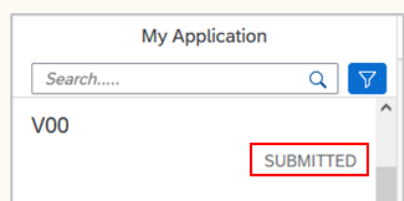
5 Select which month to start the voluntary deduction.

6 Tick **Declaration** checkbox.

7 Click on **Submit** button.

8 Successful submission will appear on the left side of the page with **SUBMITTED** status.

NOTE:

1. The donation amount per month **cannot exceed the employee's basic salary**.
2. The donations **submitted** by employee via SSM ESS will only be **deducted in the following month**. For example:

- Employee wishes to donate BND5 to *Persatuan KACA*.
- Employee submitted the voluntary deduction in August 2023.
- The deduction will start in September - BND2.50 each payout (bi-monthly).
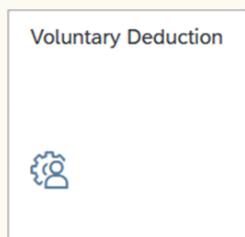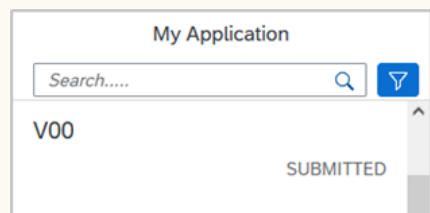
VOLUNTARY DEDUCTION
Role: Employees

Stop Voluntary Deduction

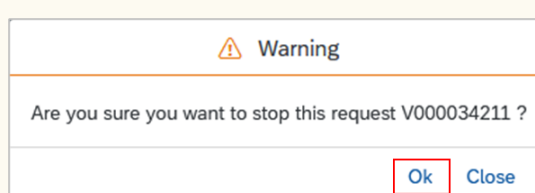**❶** Navigate to and click on **Voluntary Deduction** tile.

Voluntary Deduction

❷ Select the correct **Voluntary Deduction** transaction.

My Application
Search.....
V00
SUBMITTED

❸ Click **Stop** button.

Stop

❹ **Warning** pop-up window will be displayed. Click **OK** button.

⚠ Warning
Are you sure you want to stop this request V000034211 ?
Ok   Close

❺ **Success** pop-up window will be displayed. Click **OK** button.

☑ Success
The document has been successfully updated.
OK
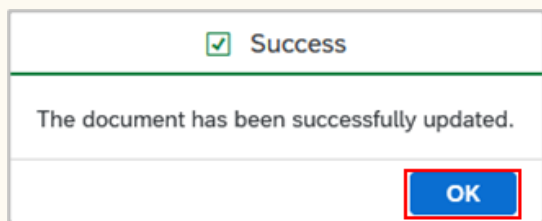
❻ Successful submission will appear on the left side of the page with **STOPPED** status.

My Application
Search.....
V00
STOPPED
V00
STOPPED
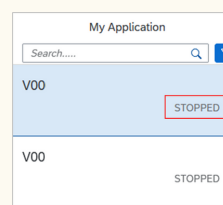
NOTE:

1. The donations **stopped** by employee via SSM ESS will only be **stopped in the following month**.
2. An employee is allowed to have **one existing** voluntary deduction of the **same type** (association fund).
3. If an employee wishes **to top-up / reduce** the **amount of donation per month**, the employee is required to **stop the existing voluntary deduction** and **create a new voluntary deduction** with the updated amount.
4. If an employee wishes to view the date of when the voluntary deduction is created / stopped, the employee may click on **History tab** of the specific voluntary deduction.
5. Voluntary deduction via SSM ESS does not require any approval - employee can maintain their own voluntary deduction.
6. Voluntary deduction will **appear on** the employee's **pay-slip**.

Please refer to the **User Guide** for a step-by-step guide. **Benefit Claim Based: Employee (ESS)** is available on **SSM Info Website**: www.jpa.gov.bn/SSM