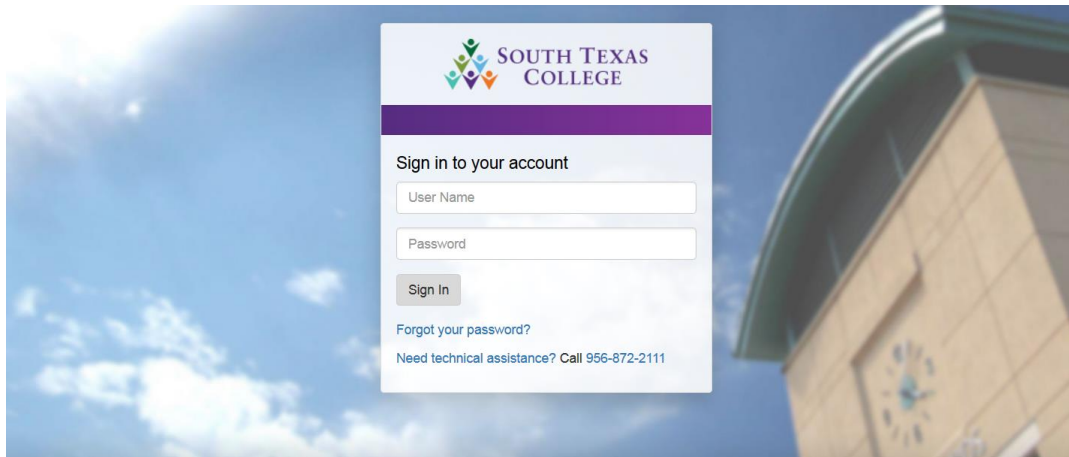


Setting up Payroll Contributions

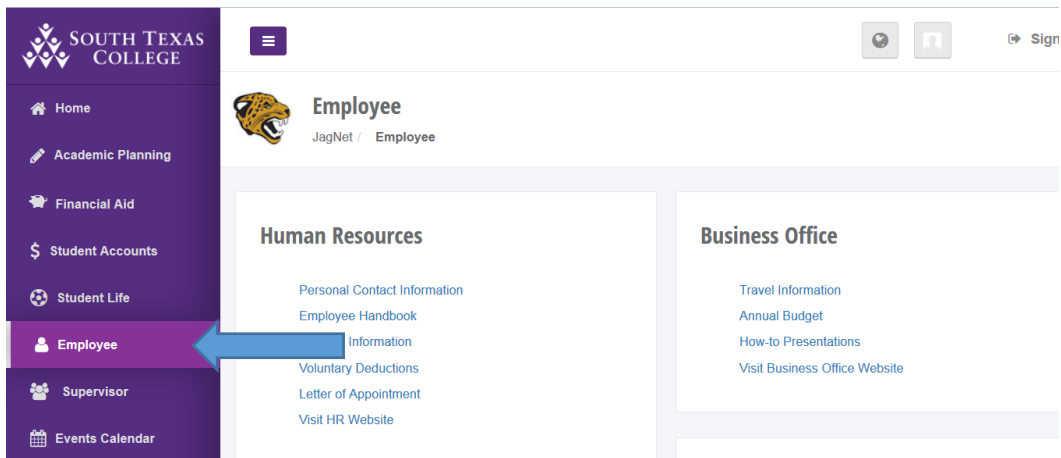
Step 1.

Log on to Jagnet.



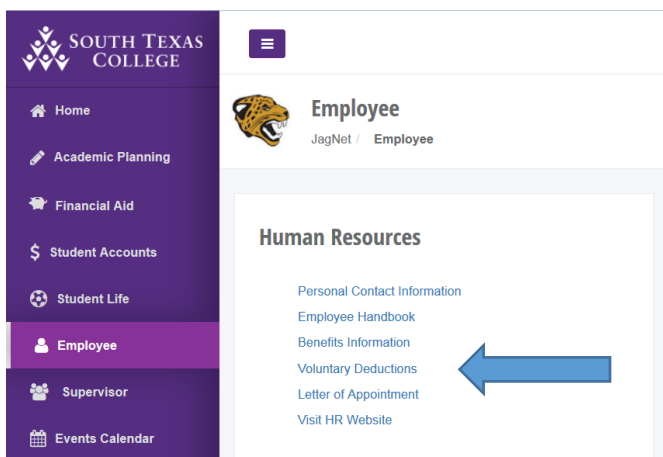
Step2.

Select the Employee Tab on the left.



Step3.

Select the Voluntary Deductions link



Step4. Select the Add a New Benefit or Deductions

Personal Information Student Financial Aid **Employee**

[RETURN TO MENU](#) | [HELP](#)

Miscellaneous

Select Add a New Benefit or Deduction to add a new record.

NOTE: For initial set up of 403b annuity account, please review list of approved vendors at www.tsacg.com; once your account is established, contact HR to activate deduction and allow you online update.

Information is not available on benefits within this benefit group.

Add a New Benefit Or Deduction



Step5. Select the Deductions of your choice.

Add a New Benefit or Deduction

Select a new benefit or deduction and choose Select Benefit.

NOTE: For initial set up of 403b annuity account, please review list of approved vendors at www.tsacg.com; once your account is established, contact HR to activate deduction and allow you online update.

Benefit or Deduction Eligible as of Apr 10, 2017

Description	Message	My Choice
Valley Scholars		<input checked="" type="radio"/>
Memorial Gardens Donation		<input type="radio"/>
Ramanujan Scholarship Donations		<input type="radio"/>
Memorial Garden Bench Donations		<input type="radio"/>
STC-Physical Science & Engineering Dept Scholarship		<input type="radio"/>
STC Alumni & Friends Donations		<input type="radio"/>
STC-CJ & SBS Scholarship Fund		<input type="radio"/>
STC-Charles Robinson Scholarship Fund		<input type="radio"/>
STC-Psychology Scholarship Fund		<input type="radio"/>

Select Benefit