**Pay Input – OSGP memos**

The deductions for Retirement - VOYA Deferred Comp and Retirement - VOYA Roth Contribution are fed to the benefits module from VOYA. On-going changes need to come from the integration.

To make a one time change to either of these entries:

1. Pull up employee’s profile via the search bar
2. Go to ‘Pay’ and ‘Pay Input’
3. Select ADD
4. For the Worker Defaults
	1. Pay Component = Retirement - VOYA Deferred Comp OR Retirement - VOYA Roth Contribution
	2. Start/end date = Last day of the pay period
5. For the Processing Defaults
	1. One-Time
	2. Override
	3. Regular Run Category
6. Hit OK
7. On the next screen under INPUT DETAILS
	1. Hit the + sign to add a line
	2. Type
		1. Amount for flat dollar
		2. Percentage for percentage of eligible income
	3. Value
		1. If amount = Enter flat dollar amount as a number
		2. If percentage enter percentage amount as a number
8. Enter any comments
9. Hit OK
10. Hit Done
11. Recalculate pay results to see deduction to make sure it is overriding the existing entry and not creating a double entry