

## **REQUEST FOR VOL-DED CHANGE PRIOR TO VOL-DED RUN**

### **Purpose**

The ability to change a voluntary deduction payment prior to processing. It may become necessary to change a vol-ded payment after payroll has processed and before vol-ded's are processed. Changes may be due to a cancelled warrant request, incorrect vendor, incorrect amount, etc.

### **When**

The time period must be after payroll warrants have processed, but prior to the voluntary deduction warrants process being started.

### **Procedure**

To request changes, the district must notify External Business Services (EBS) via the secure portal using the **Request for Vol-Ded Change Prior To Vol-Ded Run** (PR008) form. The district should notify EBS by telephone that the se4cure portal has the form.

Should the change be due to an upcoming payroll cancelled warrant, a copy of the **Request for Vol-Ded Change Prior to Vol-Ded Run** (PR008) form must be attached to the **Request to Cancel Payroll Warrant** (PR005) form.

Date Revised: June 2017/sp  
Procedure Binder Section: Payroll  
ATT: PR008, PR005

