Setting up Your Employee Savings Plan

**Step 1**
Login to TechWorks and select **My Payroll & Compensation**

**Step 2**
Select **Voluntary Deductions**

**Step 3**
Select **Add Deduction**

**Step 4**
- Select magnifying glass on the **Type of Deduction** line.
- Select **Payroll Savings BWE**
- Enter the amount to be deducted each pay period and the deduction start date.
- Enter the end date 05/17/2019
- Click **Submit**

Add Voluntary Deduction
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*Required Field
Return to Voluntary Deductions