Oklahoma State University faculty/staff may elect to deduct an amount from their paychecks to apply directly toward their Bursar account balance. This payment option is a convenient and automated method to make regular payments. It is recommended the payroll deduction amount cover all charges incurred within each pay period to maintain a current bursar account balance.

To schedule a payroll deduction for payment to your Faculty or Staff bursar account:

1. Log in to **my.okstate.edu**.
2. Click on the **Self Service** icon.
3. Select the **Employee** tab.
4. Go to **Benefits and Deductions**.
5. Choose **Bursar Deduction**.
6. From the dropdown menu, make your selection.
7. Enter the **effective date (MM/DD/YYYY)** and the **amount per paycheck**.
8. Click **Submit Changes** to save and process your request.

Additional options:

- Select **Restore Original Values** to reset fields to the previous settings.
- Select **Delete** (if the option appears) to remove an existing deduction record.

NOTE: Bursar Deductions are *CONTINUOUS UNTIL INACTIVED*. You may enter a future effective date to inactivate. The status effective on the last day of the pay period will apply to the entire pay period unless the end of the pay period is the last day of the month. Changes effective on the last day of the month will take effect on the 1st of the following month. Oklahoma Withholding may not be inactivated in self-service. Email questions to payroll.services@okstate.edu