

1. On the People First Home Page, click on the **Attendance & Leave** link from the Quick Links list. This directs you to the Time & Payroll screen.
2. From the Time & Payroll drop down menu, select **Recurring Pay Deductions** by clicking on the down menu arrow. Then click **Go**.
3. After clicking the **Go** button, you are directed to the **Recurring Pay Deductions** screen, where you can view your recurring pay deductions. This screen is divided into three (3) sections.
 - Section one, provides your personal information, such as your name, Employee ID, position title and Agency code.
 - Section two, **Recurring Pay Deductions Overview**, provides an overview of your prior and current recurring pay deductions.
 - Section three, **Recurring Pay Deductions Details**, captures detailed information related to a specific recurring pay deduction, including the type, amount or number/unit, and start and end dates.

If you are having difficulty locating the site or for questions pertaining to your recurring pay deductions please contact your Post Tax Benefits Coordinator.