

The University of Texas Rio Grande Valley

Texas Tuition Promise Fund Deduction Set Up


IMPORTANT: Prior to beginning the steps listed below, you must contact the Texas Tuition Promise Fund to enroll.

<https://www.texas tuition promise fund.com/>

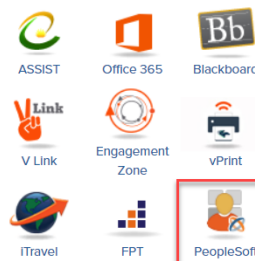
1-800-445-GRAD (4723)

Once you have successfully enrolled with the Texas Tuition Promise Fund, you will use the information they provided to start the payroll deduction.

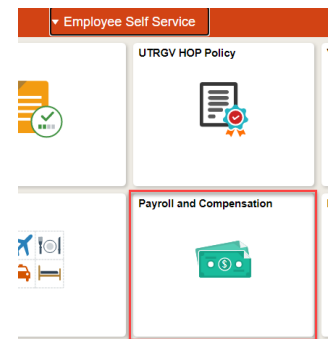
1. Log into <https://my.utrgv.edu/>

Applications 

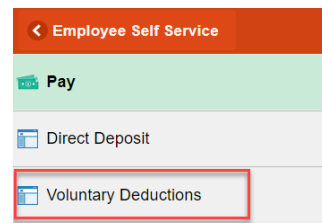
2. Under Applications select "PeopleSoft".



3. Under Employee Self Service, you will select the tile "Payroll and Compensation".



4. You will select "Voluntary Deductions" on the left side.



5. You will Select "Add Deduction".

Add Deduction

6. You will use the look up button to view the Deduction List.

*Type of Deduction



7. Scroll down the list and locate the deduction.

Texas Tuition Promise Fund

8. Once Texas Tuition Promise Fund is populated you want to select “Amount”.

*Type of Deduction

*Select whether Deduction is a Flat Amount or Percent

9. You will enter the Amount provided to you by Texas Tuition Promise Fund at enrollment.

*Enter Amount or Percent to be deducted

10. If you would like the deduction to begin on the next available payroll, indicate the current date in the “Deduction Start Date”.

*Enter Deduction Start Date

- However, due to timing, your change may not be reflected on the next paycheck.

11. You may leave the Stop Date blank, unless Texas Tuition Promise Fund gave you a future end date.

Enter Deduction Stop Date

12. Go back and validate that all the information entered is accurate and the amount indicated matches the amount provided to you by Texas Tuition Promise Fund. Once you have completed the review, select “Submit”.

Congratulations you have successfully set up Texas Tuition Promise Fund Payroll Deduction!