

Payroll Deduction Workflow

Purchasing a permit using Payroll Deduction

In this scenario Patricia Birch will purchase a permit via Payroll Deduction. We will cover the purchase process on both admin and user side.

From the Admin Web App

Here is the payment listed in the payments screen. Click on **Proceed to Payment**.

Payments Due

Locker Payments

No pending locker payments.

Invoice Payments

No pending invoices.

Parking Permit Payments

Submit Date	Permit No.	Amount	
<input checked="" type="checkbox"/> Jul. 4, 2019		0006 \$350.00	Remove
		Taxes:	\$45.50
		Total:	\$395.50

Temp. Permit Payments

No pending permit payments.

Access Card Payments

No pending access card payments.

Deposits

No pending deposit payments.

Violation Payments

No pending violation payments.

Policy Violation Payments

No pending violation payments.

Adjustments

No pending adjustment records.

[Proceed to Payment](#)

The screen will refresh with the payment type selection tool. Select Payroll Deduction as the payment type and click on Submit Payment Information to continue.

Payments Due

Parking Permit Payments

Submit Date	Permit No.	Amount
Jul. 4, 2019	0006	\$350.00
	Taxes:	\$45.50
	Total:	\$395.50

Taxes: \$45.50

Total: \$395.50



Make Payment Online

In person payments can be made at Security Services.
92 Bridge Street, Suite 101
Carleton Place, Ontario K7C 2V3

Payment Method

The confirmation screen appears. Please check the information to ensure it is correct. Then click Confirm Payment Information to continue.

Payments Due

Parking Permit Payments

Submit Date	Permit No.	Amount
Jul. 4, 2019	0006	\$350.00
	Taxes:	\$45.50
	Total:	\$395.50

Taxes: \$45.50

Total: \$395.50

Make Payment Online

Cash, Cheque, Money Order payments can be delivered to Parking Services.
92 Bridge Street, Suite 101
Carleton Place, Ontario K7C 2V3

Payment Method

The screen will refresh with the Transaction Detail screen. To complete the purchase click on Process Manually to continue.

Transaction Details

Receipt header beside HST in a table HST #1234556789

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Confirmation Number: 22184d3584897

User: Patricia Birch [pbirch]

Amount: \$395.50

Submit Date: Jul. 4, 2019 @ 9:57am [View Snapshot ?](#)

Comment:

Payment Method: Payroll Deduction Change

Process Manually Cancel & Keep Cancel & Release

Permits:

	Submit Date	Permit No.	Amount
[ADJUST]	Test Annual [Jul. 4, 2019]	0006	\$350.00
		Taxes:	\$45.50
View User Info		Total:	\$395.50

Total: \$395.50

The screen will refresh with the final screen in the purchase process. The system considers the permit purchased at this point.

Transaction Details

Receipt header beside HST in a table

HST #1234556789

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Confirmation Number: 22184d3584897

User: Patricia Birch [pbirch]

Amount: \$395.50

Submit Date: Jul. 4, 2019 @ 9:57am [View Snapshot ?](#)

Comment: Online Payment

Payment Method: Payroll Deduction

Processed: Jul. 4, 2019 @ 9:58am

Processed By: admin

Permits:

	Submit Date	Permit No.	Amount
[ADJUST]	Test Annual [Jul. 4, 2019]	0006	\$350.00
		Taxes:	\$45.50
View User Info		Total:	\$395.50

Total: \$395.50

To collect on Payroll Deduction purchases, use the Payroll Deduction Report to help track purchases.

Revision #2

Created 14 May 2024 09:18:06

Updated 25 June 2025 14:21:57