



**addIded**



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# Additional Deduction - HRS3300

**Human Resources > Maintenance > Hours/Pay Transmittals > Addl Ded**

This tab is used to maintain records of additional deduction transmittals from employee paychecks. It allows the user to set up one-time deductions without altering deduction information on the employee master record. Note that transmittal records cannot be changed after a payroll has been run. The tab consists of a grid at the top and a free-form area at the bottom. Note: Entries on this page are not processed when selecting Supplemental Payroll on the Run Payroll process page. They are only processed with regularly scheduled payroll processing.

## Modify a record:

Select a student

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

/\*Inline folded include\*/

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

\*\*NOTE:

## Other functions and features:

<input checked="" type="checkbox"/>	<a href="#">Delete a row.</a>
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.