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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.

Create an additional deduction transmittal:

Under **Retrieval Options**, enter any of the following criteria:

Field	Description
Pay Date	Click ⌄ to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.
Campus	Click ⌄ to select a campus code.
Ded Code	Click ⌄ to select a deduction code.

Click **Retrieve**. The selected employee information is displayed in the grid area and the free form area at the bottom of the tab.

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

Deduction Code	Click ⌄ to select a deduction code. If the deduction also exists in the employee's master deduction record, that deduction is also taken. The field does not update the employee's master deduction record.
Deduction Type	
Ded Amt	Type the dollar amount deducted from the employee's paycheck.
Cafe 125	Select if this additional deduction is part of a cafeteria or flexible benefits plan that shelters benefits or deductions from taxes. **Note**: The following deduction codes cannot have the Cafe 125 field selected: AN, CU, D1, D2, R1, R2, RI, SB, TR, TS, UD, UF, and WH.
Reason	Type a description of the transaction. The field can be a maximum of 30 characters.
Campus	Displays the number of the pay campus where the employee is assigned. The information is from the Staff Job/Pay Data page.
User ID	Displays the name of the individual who made the last change to the employee records.