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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.

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.

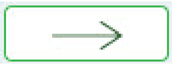
Deduction Code	Click ⌄ to select a deduction code. If the deduction also exists in the employee's master deduction record, that deduction is also taken. The field does not update the employee's master deduction record.
Deduction Type	Click ⌄ to select a deduction type. By default, the field is set to *D - Standard Deduction*. Selecting *C - Changes the Employer Contribution* can override the employer's contribution amount in the employee deduction record and/or allow for additional employee contribution amounts. The field does not update the employee's master deduction record, and it uses what is entered in the **Amount** field.
Ded Amt	Type the dollar amount deducted from the employee's paycheck.
Cafe 125	Select if the deduction indicated is part of a cafeteria plan. **Note**: The following deduction codes cannot have the **Cafe 125** field selected: A3, AN, CU, D1, D2, R1, R2, RI, SB, TR, TS, UD, UF, and WH.
Campus	Displays the number of the pay campus where the employee is assigned. The information is from the Staff Job/Pay Data page.

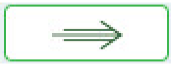
User ID	Displays the name of the individual who made the last change to the employee records.

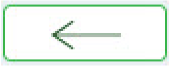
To retrieve another employee, click **+Add**. A new row is provided, with the cursor in the **Emp Nbr** field.

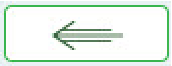
Emp Nbr	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click **Directory** to perform a search in the Employees directory.

Click **Duplicate Selected** to duplicate additional deduction transactions for all employees highlighted for future pay dates. The link displays after you click **+Add** or after existing transactions are retrieved. A list of available pay dates from the pay date table is displayed on the left side of the page. Use the following buttons to select which pay dates to move to the right side of the page:

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

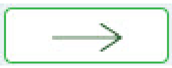
 - Click to move selected entries from the right side to the left side of the page.

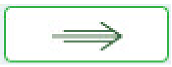
 - Click to move all entries from the right side to the left side of the page.

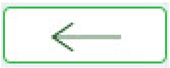
Click **OK** to duplicate the additional deduction transactions for those pay dates.

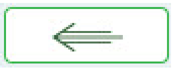
Click **Save**.

Click **Duplicate All** to duplicate additional deduction transactions for all employees listed for future pay dates. This link displays after clicking on **+Add** in the grid or after retrieving existing transactions. A list of available pay dates from the pay date table is displayed on the left side of the page. Use the following buttons to select which pay dates to move to the right side of the page:

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

 - Click to move selected entries from the right side to the left side of the page.

 - Click to move all entries from the right side to the left side of the page.

Click **OK** to duplicate the additional deduction transactions for those pay dates.

Click **Save**.

Click **Unselect All** to unselect all highlighted employees. The link displays after you click **+Add** or after existing transactions are retrieved.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Print	Print the Additional Deduction Transmittal List. **Review the report using the following buttons**: Click to go to the first page of the report. Click to go back one page. Click to go forward one page. Click to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.