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deductions

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Human Resources > Maintenance > Staff Job/Pay Data > Deductions

This tab is used to identify the specific deductions that apply to an employee's pay. The data includes the deduction code (and description), the net amount to be deducted, an indication of a cafeteria-125 deduction, the number of remaining payments, and the employer's contribution. Before using this tab, ensure that each employee has a demographic record that was created using the Demographic Information tab on the Staff Demographic page.

The tab consists of a grid at the top, and a free-form area at the bottom.

Add deduction data:

Retrieve an existing record.	Search for a record. 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 **+Add** to add a row.

Field	Description

Click **Save**.

Other functions and features:

	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.