

deductioncd

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Human Resources > Tables > Tax/Deductions > Deduction Code

This tab is used to establish and maintain deduction codes for your district. There are 21 predefined, abbreviated deduction codes that cannot be edited, but you can assign specific deductions to any of these abbreviated codes.

The two-character abbreviated code for the deduction is used when the calculations are run and when determining the appropriate object code for the deduction liability during the create general journal process. You must select from the standard list of abbreviated codes. If you do not use one of these options, the system will not accept the entry.

The short description is the description printed on the variable check stub and on the wage and earnings statement. It can be edited to reflect a specific deduction or company (e.g., LI - HMO Extra Life). The specific object code (e.g., 2153) assigned to each abbreviated code is combined with an organization code equal to the number in the Deduction Code field. This is true for all deductions except income tax which is always 2151.000.

The long description is the description printed on the deduction register. The long description is used for identification of the deduction on the page and can be used when printing payroll deduction checks through the system.

Predefined abbreviated codes

Predefined Abbreviated Deduction Codes

Abbreviated Code	Description	Object Code	W-2 Box	W-2 Code
A3	403b FICA Annuity (FICA Alternative)	2159		
AC	TRS Health Insurance	2153	12 14	DD HEALTH
AN	Annuities	2159	12	E
CU	Credit union	2154		
D1	457 deferred comp	2159	12	G
D2	457 deferred comp lump amount	2159	12	G
DC	Dependent child care	2159	10	
HI	Health insurance	2153	14	HEALTH
HS	Health savings account	2159	12	W
IR	Income replacement	2159		
LI	Life insurance	2153		
M1	Miscellaneous 1	2159		
M2	Miscellaneous 2	2159		
M3	Miscellaneous 3	2159		
R1	Roth 403b Annuities	2159	12	BB
R2	Roth 457b Annuities	2159	12	EE
RI	Retiree TRS-Care surcharge	2155		

Abbreviated Code	Description	Object Code	W-2 Box	W-2 Code
SB	Savings bond	2159		
TC	Emplr contrib to whole life ins	2153	12	C
TI	Emplr contrib group ins over $50,000	2153		
TR	TRS service buy back	2159		
TS	TSTA dues	2159		
UD	Union dues	2159		
UF	United fund	2159		
WH	Additional withholding	2151	2	

/*Inline folded include*/

Set up deduction codes:

Click **+Add** to add a row.

Field	Description
Deduction Code	Type a three-digit, locally assigned deduction code number (e.g., 000 - 999).
Long Description	Type the long name for the deduction code.
Abbrev Cd	

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.