



## **Additional Deduction - HRS3300**



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# Additional Deduction - HRS3300

## **Payroll > Maintenance > Hours/Pay Transmittals > Addl Ded**

This tab is used to maintain records of additional deduction transmittals from employee paychecks. It allows you to set up one-time deductions without altering deduction information on the employee master record. Any transactions entered on this tab are in addition to the deductions listed on the employee's master deduction record/tab. The transmittal records cannot be changed after a payroll is run.

**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
<b>Pay Date</b>	Click ▼ to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.
<b>Campus</b>	Click ▼ to select a campus code.
<b>Ded Code</b>	Click ▼ to select a deduction code.  <b>Note:</b> Deduction codes with the A3 deduction type are excluded from this list.

☐ 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.

<b>Deduction Code</b>	Click ▼ to select a deduction code. If the selected deduction already exists in the employee's master deduction record, both deductions are withheld. The field does not update the employee's master deduction record.  <b>Note:</b> Deduction codes with the A3 deduction type are excluded from this list.
<b>Deduction Type</b>	Click ▼ to select a deduction type.  By default, the field is set to <i>D - Standard Deduction</i> . Selecting <i>C - Changes the Employer Contribution</i> allows for additional employer contribution amounts. This field does not update the employee's master deduction record, it uses the amount in the <b>Ded Amt</b> field.
<b>Ded Amt</b>	Type the dollar amount to be deducted from the employee's paycheck.

<b>Cafe 125</b>	Select if the deduction indicated is part of a cafeteria plan. <b>Note:</b>  The following deduction codes cannot have the <b>Cafe 125</b> field selected: A3, AN, CU, D1, D2, R1, R2, RI, SB, TR, TS, UD, UF, and WH.
<b>Campus</b>	Displays the employee's assigned pay campus. The information is from the Staff Job/Pay Data page.
<b>User ID</b>	Displays the name of the individual who made the last change to the employee records.

☐ Click **+Add** to retrieve another employee. A new row is added with the cursor in the **Emp Nbr** field.

<b>Emp Nbr</b>	Type the employee number. Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> .
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☐ 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. The Pay Dates pop-up window opens with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the additional deduction transactions for those pay dates.
- Otherwise, click **Cancel**.

☐ 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. The Pay Dates pop-up window opens with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the additional deduction transactions for those pay dates.
- Otherwise, click **Cancel**.

☐ 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:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .
<b>Print</b>	Print the report. <a href="#">Review the report</a> .