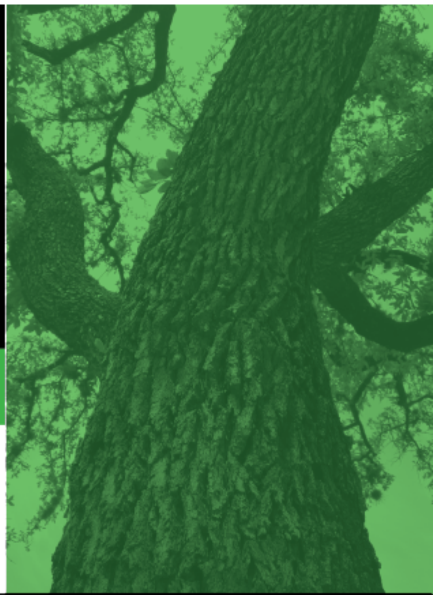
ASCENDER GUIDES



Additional Deduction - HRS3300

Table of Contents

Additional Deduction - HRS3300 i
Additional Deduction - HRS3300 1

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.

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. **Note**: 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.

Deduction Code	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. **Note**: Deduction codes with the A3 deduction type are excluded from this list.

Deduction Type	Click to select a deduction type. By default, the field is set to *D - Standard Deduction*. Selecting *C - Changes the Employer Contribution* allows for additional employer contribution amounts. This field does not update the employee's master deduction record, it uses the amount in the **Ded Amt** field.
Ded Amt	Type the dollar amount to be 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 employee's assigned pay campus. 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.

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

Emp Nbr	Type the employee number. 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. 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:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, 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 **Save**.
Print	Print the report. Review the report.