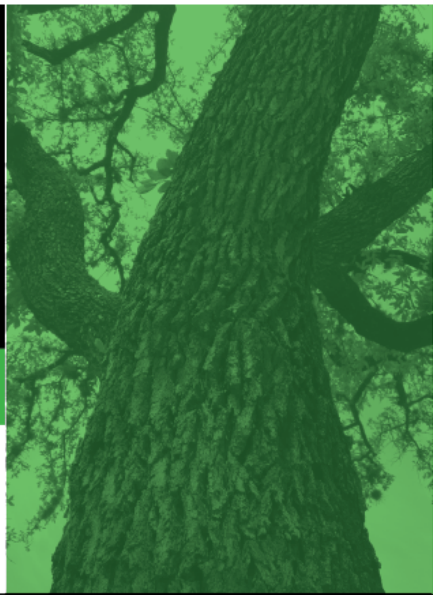
ASCENDER GUIDES



Deductions - HRS7700

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Payroll > Utilities > Payroll Simulation > Deductions

The Payroll Simulation tabs are used to create simulated payrolls for individual employees or groups of employees. This feature can show new employees what their checks will be or to show existing employees the changes to their paychecks before the changes become effective.

The Deductions tab is used to retrieve deduction information for a current employee or create deduction information for a pending employee in current year or next year payroll. The data allows you to create simulated payroll changes for proposed position changes or promotions. This 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 as created using the Demographic Information tab on the Staff Demographic page.

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

Add payroll simulation deductions information:

Under **Parameters**, select the employee to be retrieved.

Field	Description
Pay Status	Select whether active, inactive, or both groups are to be included in the process.
Pay Type	Click ⌄ to select the one-digit pay type to be included in the process. The system is set to All.
Job Code	Click ⌄ to select the four-digit job code to be included in the process. The system is set to All.
Accrual Code	Click ⌄ to select the one-character accrual code to be included in the process. The system is set to All.
Pay Grade	Type the three-digit pay grade to be included in the process.
Prior Yr Emp Date	Type a date in the MMDDYYYY format for the previous school year reemployment date. The system will select all employees who were hired on or before that date. If there is no reemployment date from the previous school year, the system will use the employee's original employment date.
Primary Campus	Click ⌄ to select the three-digit primary campus to be included in the process. The system is set to All.
Pay Campus	Click ⌄ to select the three-digit pay campus to be included in the process. The system is set to All.
Contract Begin Date	Click ⌄ to select the exact contract begin date to be included in the process.
Contract End Date	Click ⌄ to select the exact contract end date to be included in the process.

Field	Description
Contract Months	Type the contract months to be included in the process.
Payoff Date	Click ⋮ to select the payoff date to be included in the process.
Payroll Freq	Click ⌄ to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays.
Salary Concept	Click ⌄ to select the salary concept to be used in the process. The system is set to All. However, when calculating salaries, a specific salary concept must be selected (e.g., A - Use annual salary table, D - Use hourly/daily rate table, or M - Use mid-point table). If All is selected, the system will not perform salary calculations.
Extract ID	Click ⌄ to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info tab before they can be selected using this function.
Employee Nbr	If you want to update data for only one employee, type the employee number, if known. If the employee number is not known or multiple employees are needed, click ⋮ to select employees.

Notes:

- If more than one employee is selected, the system only populates the Addendum tab with all selected employees. The other Payroll Simulation tabs are not populated.
- Once an employee is selected, the same employee's information is presented on all tabs of the Payroll Simulation utility.
- A specific payroll frequency must be selected before clicking **Execute**; otherwise, no data displays. The user can select either current year or next year frequencies. All other parameters are optional.

Click **Execute** to retrieve the selected employee.

Click **+Add** to add a row. A blank row is added in the grid at the top, and a free-form area displays at the bottom. You can enter information in the grid and free-form area.

Deduction Code	Type a three-digit code identifying the deduction being recorded for an employee, or click ⋮ to select one from the list. This code must exist in the Deduction Code table.
Net Amount	Type a dollar figure representing the amount to be deducted from the employee's gross pay per pay period to cover the cost of the deduction.
Emplr Contrib	Type the amount of the contribution (per pay period) by the district for the employee with that deduction.
Remain Pymts	Type the number of payments remaining to be made by the employee during the current contract period.
Refund	Select if the employee is entitled to a refund.
Cafe 125	Select if the deduction indicated is part of a cafeteria plan.

Emplr Contrib Factor	Type the number of times (if more than one) the LEA's contribution(s) toward the deduction are to be applied during the current pay period. **Example**: An employee does not receive a paycheck during the summer months, and the employer wants to expense June, July, and August employer contributions in the May paycheck. Enter a 4 here, and that number of additional employer contribution payments is expensed.
TEA Contrib Factor	Type the number of times (if more than one) the TEA State Health Insurance Contribution is to be applied during the current pay period. **Example**: An employee and spouse are eligible for and participating in the Health Insurance program, and only one of them receive the TEA state contributions for both in his/her paycheck. Enter a 2 in this field for the employee with a Y in the H**ealth Insurance Eligible Flag** field, and that number of TEA contribution payments are expensed. The spouse with an S in the **Health Insurance Eligible Flag** field has a 0 in the field.

Other functions and features:

	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Reset	Click to reset all previously selected parameter options to the default.