



decrement_body

Table of Contents


Under **Next Year Frequency**, select one of the following payroll frequencies:

- **D - Biweekly**
- **E - Semimonthly**
- **F - Monthly**

Notes:

- If the user is not authorized to access a payroll frequency, it is disabled.
- Only one payroll frequency can be selected at a time.

To add a row, click **+Add**.

Field	Description
Fund/Yr	<p>Click  to select the federal funds that should not have the FY decremented (decreased).</p> <p>For multiple entries, click Funds/Yr List to display the Data Select - Fund/Yr page.</p> <p>To select multiple rows when the funds/fiscal years are consecutive, select a fund/fiscal year to start at, and then press and hold SHIFT while selecting a fund/fiscal year to end the selection process. All funds/fiscal years (between the first and last item) in the sequence are now selected.</p> <p>To select multiple rows when the funds/fiscal years are not consecutive, select a fund/fiscal year, and then select other individual funds/fiscal years from different parts of the listing.</p> <p>Click OK to select the funds/fiscal years and close the listing. Otherwise, click Cancel.</p> <p>Note: For nonfederal funds, the system subtracts one from the fiscal year in the employee's master distribution account codes to properly expense the amounts. In order to accommodate the federal funds, the fiscal year should not be adjusted to properly expense the amounts, so those funds should be included on the Decrement tab.</p>
Description	This field is automatically populated when the Fund/Yr field is populated.

Click **Save**.



Back Cover