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addlded

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Additional Deduction - HRS3300

Human Resources > Maintenance > Hours/Pay Transmittals > Addl Ded

This tab is used to maintain records of additional deduction transmittals from employee paychecks. It allows the user to set up one-time deductions without altering deduction information on the employee master record. Note that transmittal records cannot be changed after a payroll has been 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:

Select a student

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**NOTE:

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.


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