



**addIded**



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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:

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.

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 deduction also exists in the employee's master deduction record, that deduction is also taken. The field does not update the employee's master deduction record.
<b>Deduction Type</b>	
<b>Ded Amt</b>	Type the dollar amount 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 number of the pay campus where the employee is assigned. 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.



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