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deductions

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Human Resources > Maintenance > Staff Job/Pay Data > Deductions

This tab is used to identify the specific deductions that apply to an employee's pay. The 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 that was created using the Demographic Information tab on the Staff Demographic page.

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

Add deduction data:

Retrieve an existing record.	Search for a record. Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click **Directory** to perform a search in the Employees directory.

❑ Click **+Add** to add a row.

Field	Description
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. **Notes**: Deduction code 001 should only be used for extra withholding. If a 457 deduction refund is necessary, the deduction code associated with the D2 type deduction should be used so that a flat amount can be refunded. If a D1 type deduction is used, the system does not use the amount entered but calculates the amount based on the salary being paid. If you do not have a D2 type deduction, navigate to the Tables > Tax/Deductions > Deduction Code tab to establish a D2 type deduction, and then select that type of deduction on the tab. When a deduction with a D1 abbreviation code (see Deduction Code table) is added to the employee's master deduction record, the system calculates the amount to withhold based on the employee's pay and the percentage in the 457 Deferred Compensation table. The amount is populated automatically in the **Net Amount** field in the employee's master deduction record each time a payroll is processed for the employee. If the employee's pay changes with each payroll processed, the net amount is also changed. When a deduction with a D2 abbreviation code (see Deduction Code table) is added to the employee's master deduction record, the amount entered in the **Net Amount** field is the amount that the system deducts from the employee's pay each time a payroll is processed. It is your responsibility to determine the net amount, and enter it into the employee's master deduction record. The amount is not updated automatically if the employee's pay changes and a payroll is processed. When a deduction with a DC (Dependent Care) abbreviation code is added to the employee's master deduction record, the **Cafe 125** field must be selected. When total dependent care (employee and/or employer) exceeds $7,500 for the calendar year, an additional deduction line is displayed on the check and on the reports to separate the taxable and nontaxable parts for that deduction. When a deduction with an AN abbreviation code (see Deduction Code table) is added to the employee's master deduction record, the **Cafe 125** field cannot be selected. When a deduction with an R2 abbreviation code (see Deduction Code table) is added to the employee's master deduction record, the **Cafe 125** field cannot be selected.
Net Amount	Type 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 to the employee during the current contract period. Type 99 for an ongoing deduction.
Refund	Select if the employee is entitled to a refund.

Field	Description
Cafe 125	Select if the deduction indicated is part of a cafeteria plan. **Notes**: 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. The **Cafe 125** field must be selected in order for the Health Savings Account (HSA) and Flexible Spending Arrangement (FSA) deductions to be tax sheltered.
Emplr Contrib Factor	Type the number of times (if not one) the district's contribution(s) toward the deduction are to be applied during the current pay period. **Example**: An employee is not receiving a paycheck during the summer months, and the employer wants to expense June, July, and August employer contributions in the May paycheck. So you would enter a 4 here, and that number of additional employer contribution payments are expensed.
TEA Contrib Factor	Type the number of times (if not 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 receives the TEA state contributions for both in his/her paycheck. So you would enter a 2 in this field for the employee with Y in the **Health 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 zero in the field. If the employee has multiple deduction records for the AC - TEA health insurance deduction type, the TEA contribution is applied to each AC - TEA health insurance deduction type based on the TEA Contribution Factor. If the AC - TEA health insurance deduction record is flagged as a refund, the TEA contribution amount is handled as a refund.

❑ Click **Save**. A message is displayed that asks if you would like to update deduction records to next year.

- Click **Yes** to copy the records to next year.
- Click **No** to continue without copying the record to next year.

Edit an existing deduction for the employee:

❑ Select the deduction record to edit.

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. When a deduction with a D1 abbreviation code (see Deduction Code table) is added to the employee's master deduction record, the system calculates the amount to withhold based on the employee's pay and the percentage in the 457 Deferred Compensation table. The amount is populated automatically in the **Net Amount** field in the employee's master deduction record each time a payroll is processed for this employee. If the employee's pay changes with each payroll processed, the net amount is also changed. When a deduction with a D2 abbreviation code (see Deduction Code table) is selected and added to the employee's master deduction record, the amount entered in the **Net Amount** field is the amount that the system deducts from the employee's pay each time a payroll is processed. It is your responsibility to determine the net amount and enter it into the employee's master deduction record. The amount is not updated automatically if the employee's pay changes and a payroll is processed.
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 to the employee during the current contract period. Type 99 for an ongoing deduction.
Refund	Select if the employee is entitled to a refund.
Cafe 125	Select if the deduction indicated is part of a cafeteria plan. **Notes**: 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. If the **Deduction Code** field is set to HS, and **Cafe 125** is selected, the employee and employer deduction amounts will be accumulated to the respective HSA columns on the Maintenance > Calendar YTD page. If the **Deduction Code** field is set to HS, and **Cafe 125** is not selected, the employee and employer deduction amounts will not be accumulated to the respective HSA columns on the Maintenance > Calendar YTD page.
Emplr Contrib Factor	Type the number of times (if not one) the district's contribution(s) toward the deduction are to be applied during the current pay period. **Example**: An employee is not receiving a paycheck during the summer months, and the employer wants to expense June, July, and August employer contributions in the May paycheck. So you would enter a 4 here, and that number of additional employer contribution payments are expensed.

TEA Contrib Factor	Type the number of times (if not 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 receives the TEA state contributions for both in his/her paycheck. So you would enter a 2 in this field for the employee with Y in the **Health 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 zero in the field. If the employee has multiple deduction records for the AC - TEA health insurance deduction type, the TEA contribution is applied to each AC - TEA health insurance deduction type based on the TEA Contribution Factor. If the AC - TEA health insurance deduction record is flagged as a refund, the TEA contribution amount is handled as a refund.

❑ Click **Save** to save the data. A message is displayed that asks if you would like to update deduction records to next year.

❑ Click **Yes** to copy the records to next year or **No** to continue without copying the record to next year. If you click **Yes**, the deduction code, employee's amount, employer contribution, and cafe amounts are updated in the employee's deduction records are updated in next year's records.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
	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. Click **Save**.
Documents	View or attach supporting documentation.


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