


# deductioncd

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# Deduction Code - HRS2400

***Human Resources > Tables > Tax/Deductions > Deduction Code***

This tab is used to establish and maintain deduction codes for your district. There are 21 predefined, abbreviated deduction codes that cannot be edited, but you can assign specific deductions to any of these abbreviated codes.

The two-character abbreviated code for the deduction is used when the calculations are run and when determining the appropriate object code for the deduction liability during the create general journal process. You must select from the standard list of abbreviated codes. If you do not use one of these options, the system will not accept the entry.

The short description is the description printed on the variable check stub and on the wage and earnings statement. It can be edited to reflect a specific deduction or company (e.g., LI - HMO Extra Life). The specific object code (e.g., 2153) assigned to each abbreviated code is combined with an organization code equal to the number in the Deduction Code field. This is true for all deductions except income tax which is always 2151.000.

The long description is the description printed on the deduction register. The long description is used for identification of the deduction on the page and can be used when printing payroll deduction checks through the system.

Predefined abbreviated codes

## Predefined Abbreviated Deduction Codes

| Abbreviated Code | Description | Object Code | W-2 Box | W-2 Code |
|---|---|---|---|---|
| A3 | 403b FICA Annuity (FICA Alternative) | 2159 | | |
| AC | TRS Health Insurance | 2153 | 12<br>14 | DD<br>HEALTH |
| AN | Annuities | 2159 | 12 | E |
| CU | Credit union | 2154 | | |
| D1 | 457 deferred comp | 2159 | 12 | G |
| D2 | 457 deferred comp lump amount | 2159 | 12 | G |
| DC | Dependent child care | 2159 | 10 | |
| HI | Health insurance | 2153 | 14 | HEALTH |
| HS | Health savings account | 2159 | 12 | W |
| IR | Income replacement | 2159 | | |
| LI | Life insurance | 2153 | | |
| M1 | Miscellaneous 1 | 2159 | | |
| M2 | Miscellaneous 2 | 2159 | | |
| M3 | Miscellaneous 3 | 2159 | | |
| R1 | Roth 403b Annuities | 2159 | 12 | BB |
| R2 | Roth 457b Annuities | 2159 | 12 | EE |
| RI | Retiree TRS-Care surcharge | 2155 | | |

| Abbreviated Code | Description | Object Code | W-2 Box | W-2 Code |
|---|---|---|---|---|
| SB | Savings bond | 2159 | | |
| TC | Emplr contrib to whole life ins | 2153 | 12 | C |
| TI | Emplr contrib group ins over $50,000 | 2153 | | |
| TR | TRS service buy back | 2159 | | |
| TS | TSTA dues | 2159 | | |
| UD | Union dues | 2159 | | |
| UF | United fund | 2159 | | |
| WH | Additional withholding | 2151 | 2 | |

## Set up deduction codes:

Click **+Add** to add a row.

| Field | Description |
|---|---|
| **Deduction Code** | Type a three-digit, locally assigned deduction code number (e.g., 000 - 999). |
| **Long Description** | Type the long name for the deduction code. |
| **Abbrev Cd** | |

Click **Save**.

## Other functions and features:

| | |
|---|---|
|  | Delete a row.<br>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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