Deduction Refund - HRS3300

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

This tab is used to maintain records of deduction refund transmittals for employee paychecks in which incorrect deductions were taken. This tab is used for correcting deduction errors. Note that transmittal records cannot be changed after a payroll has been run.

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

Note: Entries on this page are processed when selecting Regular or Supplemental Payroll in the Run Payroll process page.

Create a deduction refund transmittal:

Under **Retrieval Options**, enter any of the following criteria:

Field	Description
Pay Date	Click ⌄ to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.
Campus	Click ⌄ to select a campus code.
Ded Code	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.

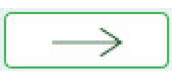
Deduction Code	Click ⌄ to select a deduction code. **Notes**: If a 457 deduction refund is necessary, the deduction code associated with the D2 type deduction should be used so that a flat amount can be refunded. If a D1 type deduction is used, the system will not use the amount entered but calculates the amount based on the salary being paid. If you do not have a D2 type deduction, go to Tables, Tax/Deductions, Deduction Cd tab to establish a D2 type deduction, and then select that type of deduction on this tab. Deduction codes with the A3 deduction type are excluded from this list.
Ded Amount	Type the dollar amount to be refunded for the employee's paycheck. If this amount is entered as a negative value, this amount is subtracted from the employee's gross pay.
Deduction Type	This field is display only and is set to R - Refund.

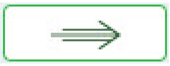
Cafe 125	Select if this deduction is part of a cafeteria or flexible benefits plan that shelters benefits or deductions from taxes. When these transmittals are processed through the supplemental payroll: If the deduction transmittal has the cafeteria check box selected and the user chooses to use the regular or flat withholding tax supplemental option, the transmittal amount is included in the withholding gross, any associated withholding tax is calculated, and the tax reduces the net amount of the check. If the deduction transmittal has the cafeteria check box selected and the user chooses to use the FICA supplemental option, the transmittal amount is included in the FICA gross and/or medicare gross, any associated taxes are calculated, and the taxes reduce the net amount of the check. If the employee only has the deduction refund transmittal and the FICA supplemental option is chosen, the employee’s master distribution (account type G only) is used to determine the account distribution for the FICA and/or medicare taxes. If the employee has multiple jobs, all jobs that include an account type G are used in determining the account distribution. The percentage of tax to be applied to each account is determined by the current job percent assigned divided by the total percent assigned of jobs that have G account types multiplied by the current account percent. If the employee has extra duty transmittals as well as a deduction refund that affect FICA and/or medicare calculations (**Cafe 125** selected on the transmittal), the extra duty transmittals are the only accounts used for the FICA tax distribution. If the employee has no master distribution and no extra duty transmittals and has a deduction refund transmittal, a failure message is issued for the FICA taxes calculated. **Note**: 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.
Reason	Type a description of the transaction. The field can be a maximum of 30 characters.
Campus	Displays the number of the pay campus where the employee is assigned. This information is from Staff Job/Pay maintenance.
User ID	Displays the name of the individual who made the last change to the employee records.

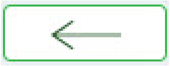
To retrieve another employee, click **+Add**. A new row is provided, with the cursor in the **Emp Nbr** field.

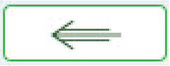
Emp Nbr	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click **Directory** to perform a search in the Employees directory.

Click **Duplicate Selected** to duplicate deduction refund transactions for all employees highlighted for future pay dates. The link displays after you click **+Add** or after existing transactions are retrieved. A list of available pay dates from the pay date table is displayed on the left side of the page. Use the following buttons to select which pay dates to move to the right side of the page:

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

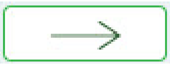
 - Click to move selected entries from the right side to the left side of the page.

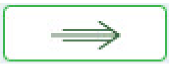
 - Click to move all entries from the right side to the left side of the page.

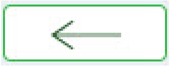
Click **OK** to duplicate the deduction refund transactions for those pay dates.

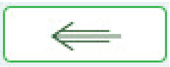
Click **Save**.

Click **Duplicate All** to duplicate deduction refund transactions for all employees listed for future pay dates. This link displays after clicking on **+Add** in the grid or after retrieving existing transactions. A list of available pay dates from the pay date table is displayed on the left side of the page. Use the following buttons to select which pay dates to move to the right side of the page:

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

 - Click to move selected entries from the right side to the left side of the page.

 - Click to move all entries from the right side to the left side of the page.

Click **OK** to duplicate the deduction refund transactions for those pay dates.

Click **Save**.

Click **Unselect All** to unselect all highlighted employees. The link displays after you click **+Add** or after existing transactions are retrieved.

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**.

Print	Print the Deduction Refund Transmittal List. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◄ to go back one page. Click ► to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.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