

Deductions - HRS3400

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This utility is used to update deductions for a number of employees at a single time. Deduction data may be updated by a variety of criteria including pay type, pay grade, primary campus, and pay frequency. The Deductions tab allows users to add, change, and delete deduction codes as well as alter the number of remaining payments and the existing dollar amounts associated with the deductions. Mass deduction updates are very useful at the beginning of the year when many employees are being added to insurance programs. Once deductions are added using this tab, they are reflected in the individual deduction records.

Mass update deductions:

❑ Under **Parameters**, select the appropriate parameters for the employees whose deduction data is to be changed.

> **TIP**: Prior to processing a mass update, capture a screenshot of the parameters used for future reference.

Field	Description
Pay Status	Select whether active, inactive, or both groups are to be included in the process.
Pay Type	Click ⌄ to select the one-digit pay type to be included in the process. The system is set to All.
Job Code	Click ⌄ to select the four-digit job code to be included in the process. The system is set to All.
Accrual Code	Click ⌄ to select the one-character accrual code to be included in the process. The system is set to All.
Pay Grade	Type the three-digit pay grade to be included in the process.
Prior Yr Emp Date	Type a date in the MMDDYYYY format for the previous school year reemployment date. The system will select all employees who were hired on or before that date. If there is no reemployment date from the previous school year, the system will use the employee's original employment date.
Primary Campus	Click ⌄ to select the three-digit primary campus to be included in the process. The system is set to All.
Pay Campus	Click ⌄ to select the three-digit pay campus to be included in the process. The system is set to All.
Contract Begin Date	Click ⌄ to select the exact contract begin date to be included in the process.
Contract End Date	Click ⌄ to select the exact contract end date to be included in the process.
Contract Months	Type the contract months to be included in the process.

Field	Description
Payoff Date	Click ⋮ to select the payoff date to be included in the process.
Payroll Freq	Click ⌄ to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays.
Salary Concept	Click ⌄ to select the salary concept to be used in the process. The system is set to All. However, when calculating salaries, a specific salary concept must be selected (e.g., A - Use annual salary table, D - Use hourly/daily rate table, or M - Use mid-point table). If All is selected, the system will not perform salary calculations.
Extract ID	Click ⌄ to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info tab before they can be selected using this function.
Employee Nbr	If you want to update data for only one employee, type the employee number, if known. If the employee number is not known or multiple employees are needed, click ⋮ to select employees.

❑ Under **Method**, select the type of deduction change to be implemented.

Change Existing Code and Amounts to Another	In the **If Deduction Code** field, click ⋮ to select the deduction code to be changed. Under **Change Deduction Info**: In the **New Code** field, click ⋮ to select the new deduction code. In the **Net Amount** field, type the dollar value of the deduction. In the **Remaining Payments** field, type the number of payments remaining. In the **Emplr Contrib** field, type the dollar value of the employer's contribution. By default, **Refund** is set to *No Update*, which indicates that no updates will be implemented to the refunds. You can set **Update All Records** to *N* or **Update All Records** to *Y*. By default, **Cafe 125** is set to No Update, which indicates that no updates will be made to the cafeteria 125. You can set **Update All Records** to *N* or **Update All Records** to *Y*.
Change Remaining Deduction Payments	In the **Set Number of Remaining Payments for All Deduction Codes** field, type the number of remaining deduction payments. This field changes the number of remaining payments for all deduction codes. If you want to adjust the remaining payments for specific deduction codes, use the following two fields. If you enter data into this field and the following two fields, the system is set to the data in this field. **Note**: If changing the number of remaining payments to zero, a deduction code must be selected. Under **Change Remaining Deduction Payments**: • In the **Deduction Code** field, click ⌄ to select the deduction code for which the remaining payments are to be changed. • In the **Remaining Payments** field, type the new number of payments remaining.

Change Dollar Amount on Existing Code	In the **If Deduction Code** field, click ⋮ to select the deduction code from which the dollar amount is to be changed. Under **Change Dollar Amount**: In the **Net Amount From** field, type the dollar value of the net amount from which the deduction is being changed. In the **Net Amount To** field, type the dollar value of the net amount to which the deduction is being changed. In the **Emplr Contrib From** field, type the dollar value of the employer amount from which the deduction is being changed. In the **Emplr Contrib To** field, type the dollar value of the employer amount to which the deduction is being changed.
Add Deduction Code to Employees	Under **Add Deduction Info**: In the **New Code** field, click ⋮ to select the new deduction code. In the **Net Amount** field, type the dollar value of the deduction. In the **Remaining Payments** field, type the number of payments remaining. In the **Emplr Contrib** field, type the dollar value of the employer's contribution. By default, the **Refund** check box is not selected and the description is set to *Update All Records to N* indicating that no updates will be implemented to the refunds. Select the check box to set the option to *Update All Records to Y* indicating that all records will be updated. By default, the **Cafe 125** check box is not selected and the description is set to *Update All Records to N*, which indicates that no updates will be made to the cafeteria 125. Select the check box to set the option to *Update All Records to Y* indicating that all records will be updated.
Delete Deduction Code from Employees	The list of deduction codes associated with the employer are displayed showing the deduction type, deduction abbreviation, and description. Use the scroll bar to locate the deduction code that needs to be deleted. Select **Delete** for each code that needs to be removed. **Note**: To select multiple rows when the deduction codes are consecutive, select a deduction code to start at, and then press and hold SHIFT while selecting a deduction code to end the selection process. All deduction codes (between the first and last deduction code) in the sequence are now selected for deletion.
Delete Deduction Code with Zero Remaining Payments from Employees	The list of deduction codes associated with the employer are displayed showing the deduction type, deduction abbreviation, and description. Use the scroll bar to locate the deduction code that needs to be deleted. Select **Delete** for each code that needs to be removed. **Note**: To select multiple rows when the deduction codes are consecutive, select a deduction code to start at, and then press and hold SHIFT while selecting a deduction code to end the selection process. All deduction codes (between the first and last deduction code) in the sequence are now selected for deletion.
Change Existing Code only to Another	In the **From Deduction Code** field, click ⌄ to select the deduction code to be changed from. In the **To Deduction Code** field, click ⌄ to select the deduction code to change to.

❑ Click **Execute**. A preview report is displayed. Review the report.

❑ Click **Process** to accept the changes and continue. Or, click **Cancel** to return to the Mass Update page.

If you click **Process**, a message is displayed prompting you to create a backup.

Other functions and features:

Reset	Click to reset all previously selected parameter options to the default.


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