



## **Deductions - HRS6250**



# Table of Contents

**Deductions - HRS6250 ..... 1**



# Deductions - HRS6250


## Position Management > Utilities > Salary Simulation > Deductions

This tab is used to designate estimated employee and employer annual amounts for deductions. PMIS does not use the next year Staff Job/Pay Data; therefore, employee deductions are not available for budgeting. Vacant positions can also be included in the simulation.

The intent of the employee amount is to have an annual estimated value of deductions that are subject to a Cafeteria Plan 125 that affects FICA/Medicare tax calculations for budgeting purposes. The employer amount is intended for those deductions where employer contribution needs to be budgeted. The simulation looks at the current year payroll to detect which employees have that deduction code, and takes the amount reflected in the **Emp Amt** field on this tab and reduces the employee annual gross on the simulation by that amount for those employees who occupy positions in the next year PMIS to determine the amount of FICA/Medicare that needs to be calculated for Budget. This field is optional; however, leaving it blank will over budget for FICA and Medicare, which may be preferred by some LEAs.

You must be logged on to a next year pay frequency to access this utility.

### Designate or add a deduction code:

Field	Description
<b>Simulation Name</b>	Click  to select the simulation name entered on the Simulation Options tab.
<b>Description</b>	This field is populated automatically with the simulation description as entered on the Simulation Options tab.

☐ Click **Retrieve**.

<b>Simulation Name</b>	Display only and indicates the simulation name as entered in the <b>Simulation Name</b> field at the top of the page.
<b>Description</b>	Display only and indicates the simulation description as entered in the <b>Simulation Description</b> field at the top of the page.

☐ Click **Deductions** to select a fund from the Deductions [lookup](#).

☐ Click **+Add** to add a row.

<b>Deduction Code</b>	Type a three-digit code identifying the deduction. This code must exist in the Deduction Code table.
<b>Type</b>	Indicates the two-character code identifying the deduction and is automatically populated based the <b>Deduction Code</b> field.
<b>Long Description</b>	Indicates the long name that best describes the deduction code and is automatically populated based on the <b>Deduction Code</b> field.
<b>Emp Amt</b>	Type the annual amount of the contribution by the employee with that deduction.
<b>Emplr Amt</b>	Type the annual amount of the contribution by the LEA for the employee with that deduction.

**Apply to Vacant Position**

Select to apply the employer amount to vacant positions included in the simulation.

**Note:** If your TRS Active-Care is split between more than one payroll deduction code, only select this field for one of the deduction codes. For example, if you have four TRS Active-Care codes and each one has an annual amount of \$2700 for the employer contribution and you select this field for all four codes, then each vacant position in your reports will reflect a budget amount of \$10,800 for health insurance.

☐ Click **Save** to save changes.



## Back Cover