

How Do I Arrearages

Enter A Maximum Arrears Payback

Timing: Whenever an arrears collection deduction needs to be limited due to an approved maximum amount per pay period.

Enter the Arrears Payback:

Path: Main Menu, Payroll for North America, Employee Pay Data USA, Deductions, Override General Deductions

You should now have the Override General Deductions “Find an Existing Value” entry screen.

Step 1: Enter the employee ID in the Employee ID entry Field. If you are using the employee name, enter the name in the Name field. The name format is “First Name<space>Middle Initial<space>Last Name” (i.e. Kathleen R Smith). The employee Last Name field can also be used. Click on the Search button.

Step 2: Click on the Deduction Code entry field.

Step 3: Enter ADVNCE or ADJUST, as appropriate, in the Deduction Code field. If the employee has arrearages created under each code, a separate maximum payback amount should be entered for each code.

Step 4: Click on the Maximum Arrears Payback check box.

Step 5: Click on the Maximum Arrears Amount entry field.

Step 6: Enter the dollar amount of maximum payment.

Step 7: Do not uncheck any of the Pay Period check boxes in the Deduction Taken In box.

Step 8: Click on the Save button.

Step 9: If an on-cycle pay calculation has already occurred, you must go to the timesheet and click off, then click on the “OK to Process?” box for the check to recalculate and pick up the maximum arrearage.

Note: Maximum arrears payback is tied to the on-cycle pay group. A supplemental will ignore any maximum arrears payback amount. If a supplemental needed should have a partial arrears collection, you will need to submit a completed DA-180 with attachment to the Division of Accounts and Reports, Payroll Services Section.