

How Do I? Optional Employee Deductions

Enter an Optional Employee Deduction

Timing: Whenever a deduction needs to be made at the request of the employee. Some agency entered optional employee deductions (OED) are: agency maintenance, organizational dues, United Way, and U.S. savings bonds. Some OED's are entered outside the agency. The [SHARP Entry Guide](#) provides the entry location and assignment. The same steps apply to Employer Payroll Contributions also.

Note: For both United Way and Org Dues deductions, a corresponding UTFXXX row must also be entered with the same effective date for the \$.60 administration fee. For example, for a \$10 United Way pledge, a UTDXXX row for \$9.40 and a UTFXXX row for \$.60 with the same effective date must be entered.

Add a New Deduction:

Path: **Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions**

Type the employee ID in the EmplID field, then click on Search.

Step 1: On the General Deduction Data page:

A. If a deduction code appears in the Deduction Code field, other deductions exist for the employee. First click on the Add Row button corresponding to the General Deduction box to add a row, then click on the Lookup button by the Deduction Code field.

B. If no deduction code appears in the Deduction Code field, click on the Lookup button by the Deduction Code field.

Step 2: If the desired code is not displayed, use the scroll bar and Show Next Row button to find the desired code, then click to select it.

Step 3: The system will return you to the General Deduction Data page, enter the effective date – usually the first date of the pay period in which you want the deduction to take effect or the hire date, whichever is later.

Step 4: Refer to [Deduction Calculation Routines](#) for the appropriate calculation routine to use for the deduction code.

Step 5: **A.** If the deduction calculation routine determined in Step 4 above is 'Default to Deduction Table', go directly to Step 6.

B. If the deduction calculation routine determined in Step 4 above is NOT 'Default to Deduction Table', click on the drop down arrow by the Deduction Calculation Routine field and select the routine obtained in Step 4 above.

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Depending on the routine selected, the Deduction End Date and Flat/Addl Amount fields may need to be completed as appropriate.

Deduction End Date: The Deduction End Date should be a date within the first pay period for which the deduction should no longer be taken.

Deduction Rate or %: Not used by the State.

Flat/Addl Amount: The flat amount of the deduction.

Goal Amount: Do NOT use. Goal balance is not updated for certain adjustments which may cause the total deduction to exceed the Goal Amount set.

Step 6: Click on Save.

Change a Deduction:

Path: **Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions**

Type the employee ID in the EmplID field, then click on Search.

Step 1: If the Deduction Code that you are making changes to does not appear in the Deduction Code field, click on the Show Next Row button corresponding to the General Deduction box until the code is found.

Step 2: Click on the Add Row button corresponding to the Deduction Details box to add a new effective dated row.

Step 3: Make the necessary changes.

Step 4: Click on Save.

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View an Employee's Current Dependents/Beneficiaries

Timing: Whenever it's necessary to view an employee's current dependent/beneficiary information.

Path: **Main Menu > Benefits >Employee/Dependent Information > Review Dep/Ben Summary**

Type the employee ID in the EmplID field, then click on Search.

Step 1: On the Dependent/Beneficiary Summary page, verify that the name(s) of the dependent/beneficiary that's needed for your purpose appears on the list of dependents/beneficiaries with the correct Depend/Benef type.

Note: If the name(s) is not on the list and/or it does not have the correct Depend/Benef type, you will have to add the name/type to the list using the Dependent/Beneficiary page before the dependent/beneficiary can be used as a dependent or beneficiary for your entry.

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Add/Change an Employee's Dependent/Beneficiary

Timing: Whenever an employee's dependent/beneficiary information needs to be updated.

Add a Dependent/Beneficiary:

Path: Main Menu > Benefits > Employee/Dependent Information > Update Dependent/Beneficiary

Type the employee ID in the EmplID field, then click on Search.

Step 1: On the Name page:

If a name appears in the Name field (a dependent/beneficiary exists for the employee), click on the Add Row button corresponding to the Dependent/Beneficiaries box to add a new row. The system automatically assign the next sequential number as the Dependent/ Beneficiary ID for the new dependent/beneficiary.

If no name appears, go to Step 2.

Step 2: Type the effective date. Use the first date of the pay period when the dependent/beneficiary becomes effective.

Step 3: Click on the Edit Name link to display the fields for entering the dependent/beneficiary's first name, middle initial, last name, and suffix (if applicable). Click on the OK button when done. The system will return you to the Name page.

Step 4: Click on the Address tab on the top of the page to access that page.

Step 5: On the Address page:

A. If the dependent/beneficiary has the same address and phone number as the employee, click on the Same Address/Phone as Employee check boxes to turn them on. The address and phone # will populate using the employee's personal data information.

B. If the address/phone differs, you can manually enter the dependent/beneficiary's address (by clicking on the Edit Address link to display the fields) or phone number on this page.

Step 6: Click on the Personal Profile tab to access that page.

Step 7: On the Personal Profile page, enter the dependent/beneficiary's information on the appropriate fields. Gender, Marital Status, Marital Status Date (if

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spouse of the employee), and National ID (SSN) are required for savings bonds. The Primary ID check box also has to be checked ON.

For each of the following fields: **Relationship to Employee, DepBenef Type, and Prefix**, click on the Drop Down Arrow by the field to open the list box, then click to select the appropriate value for the dependent/beneficiary.

Step 8: Click on Save.

Change a Dependent/Beneficiary:

Path: **Main Menu > Benefits > Employee/Dependent Information > Update Dependent/Beneficiary**

Type the employee ID in the EmplID field, then click on Search.

Step 1: On the Name page, if the name of the dependent/beneficiary does not appear in the Name field, click on the Show Next Row button until the desired dependent/beneficiary is found.

Step 2: If the dependent/beneficiary's address needs to be changed, click on the Address tab to access that page.

On the Address Page:

A. If the dependent/beneficiary has the same address as the employee, make sure the Same Address/Phone as Employee box is checked. This address is populated from the employee's Personal Data. Any address change will have to be made from the Personal Data page.

B. If the dependent/beneficiary has a different address than the employee, the address can be manually changed on this page.

Step 3: If the dependent/beneficiary's marital status, marital status date, social security number, relationship to employee, dependent/beneficiary type, name, or other personal information needs to be changed, click on the Personal Profile tab to access that page.

On the Personal Profile page, make the necessary changes.

Step 4: Click on Save.

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Enter an Employee's US Savings Bond Specification

Timing: Whenever an employee requests to purchase a new bond, or change the owner, registrant, or denomination of an existing bond.

Add a New Bond Specification:

Path: **Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Purchase U.S. Savings Bonds**

Type the employee ID in the EmplID field, then click on Search.

Step 1: On the U.S. Savings Bond Specificatn page, type/select the appropriate priority, denomination, owner, other registrant, and deduction amount or % of deduction in their corresponding fields. Click on/off the Excess box as appropriate. The Partial Allowed box must be unchecked.

Effective Date: Should be the PAYCHECK ISSUE DATE for the pay period corresponding with the bond deduction effective date.

Priority: A unique ID (starting from 1) that indicates the allocation priority assigned to the bond. The lower the number, the higher the priority.

Denomination: Click on the Lookup button by the field to access the Lookup Denomination page. Click on the series 'EE' bond with the denomination requested by the employee to select it.

Bond Owner Employee: Can be either the employee or a dependent/beneficiary of the employee. If a dependent/beneficiary, he/she must have already been set up on the Dependent/Beneficiary page.

Other Registrant: The Co-owner or Beneficiary must be either the employee or someone on the employee's dependent/beneficiary list. The same person can not be both the Bond Owner and Co-owner/Beneficiary.

Portion of Deducted Amount: Determines how to distribute the bond deduction. Enter either the flat amount or the percent of deduction.

Excess: One and only one bond must receive any funds left over after bond distributions are completed. Click ON (checked) the check box to receive the excess.

Partial Allowed: Always turn OFF (unchecked) the check box as no distribution less than the bond specification amount is allowed.

Step 2: Click on Save.

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Change a Bond Specification:

Path: Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Purchase U.S. Savings Bonds

Type the employee ID in the EmplID field, then click on Search.

Step 1: On the U.S. Savings Bond Specificatn page, click on the Add Row button corresponding to the Effective Date box to add a new effective dated row, then type the new effective date in the Effective Date field.

Step 2: **A. If entering a new bond:** Click on the Add Row button corresponding to the Priority box to add a new row, then type/select the appropriate priority, denomination, owner, other registrant, and deduction amount or % of deduction in their corresponding fields. Click on/off the Excess and Partial Allowed box as appropriate for the bond. Refer to the field definitions in the Add a New Bond Specification section for appropriate entries.

B. If changing an existing bond specification: If the bond specification needing changes is not displayed, click on the Show Next Row button corresponding to the Priority box until the desired bond specification is located. Then make the necessary changes.

C. If deleting an existing bond specification: If the bond specification to be deleted is not displayed, click on the Show Next Row button corresponding to the Priority box until the desired bond specification is located. Then click on the Delete Row button corresponding to the Priority box to delete it.

Complete the fields as appropriate. Please refer to the Add a New Bond Specification section for field instructions.

Step 3: Click on Save.

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View an Employee's Bond Activities and Current Balance

Timing: Whenever there is a need to view the bond collection, disbursement, or balance for an employee.

Path: **Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Review U.S. Savings Bonds**

Type the employee ID in the EmplID field, then click on Search.

Step 1: All bond related information will be listed on the US Savings Bond Activity page.

Bond Activity Seq#: A unique sequence number assigned by the system to each occurrence of activity in the account.

Bond Activity Status: Three possible conditions regarding the status of a bond are:

Funds Not Ready: Indicates that there are insufficient funds to purchase the bond.

Funds Ready to Disburse: Indicates that there are sufficient funds to purchase the bond when the Bond Purchase report is run. The Bond Purchase report is run once a month after the month's last off-cycle to ensure that all transactions for the month are included in the report.

Funds Disbursed: Indicates that the Bond Purchase report has been run and funds have been disbursed for every employee whose record showed Funds Ready to Disburse prior to running the report.

Check#, Paycheck Issue Date, Amount Collected: Indicates the amount collected from the specified paycheck.

Amount Disbursed: Indicates the amount that is disbursed or ready to be disbursed to purchase a bond.

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Terminate an Employee's U.S. Savings Bonds

Timing: Whenever an employee requests to stop purchasing U.S. savings bonds.

Path: **Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions**

To terminate an employee's savings bonds, add a new effective dated row and terminate the bond deduction by entering a deduction end date. The Deduction End Date should be any date except the last date within the first pay period for which the deduction should no longer be taken. If there is a remaining balance, the agency will be notified to process a Form DA-180 to refund the employee. The employee's bond specifications will remain. If the employee restarts bond deduction, be sure to check the accuracy of the bond specifications.

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Employer Payroll Contributions - New Employee

Timing: Whenever a new employee is hired, employer payroll contribution deduction codes for workers compensation and state leave payment assessment need to be verified.

Verify Employer Payroll Contributions for a New Employee:

Path: Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions

You should be now on the “Find An Existing Value” page.

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). Click on the Search button.

Step 2: Deduction codes for Workers Compensation Insurance (WCIXXX) and State Leave Payment Assessment (STLEAV) are both established by the system during the first nightly batch cycle occurring after the employee hire process. These two deduction codes need to be verified that they have been established with the correct effective date and are correct. If a deduction code is not displayed, click on the Show Next Row button in the General Deductions box until the code is displayed. Changes need to be made to the default data only if it is not correct.

Step 3: If the default information is incorrect, see the procedures for changing employer payroll contribution deduction codes that follows. If either the WCIXXX or STLEAV code is missing, it can be entered in the system using the same procedures as entering optional employee deduction codes.

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Cancel Employer Payroll Contributions – Employee Termination

Timing: Whenever an employee terminates employment in an agency, the Employer Payroll Contribution deduction codes should be cancelled.

Entering Deduction End Date - Existing Employer Payroll Contribution Deduction Codes:

Path: Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions

You should now have the “Find An Existing Value” page. After you have entered the General Deduction Data, save the information before you exit. The information will be lost if you do not save.

- 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). Click on the Search button.
- Step 2:** If the employer contribution deduction code to be cancelled is not displayed, click on the Show Next Row button until it is displayed. Click on Add Row button in the Deduction Details line to add a new effective dated row.
- Step 3:** In the Effective Date field, enter the effective date as the first day of the pay period following the employee’s termination. This date should be the same as that entered in the Deduction End Date field.
- Step 4:** Enter the deduction end date. Use the first day of the pay period following the employee’s termination.
- Step 5:** Repeat steps 2 through 4 for each additional employer payroll contribution deduction code to be cancelled.
- Step 6:** Once the Deduction End Date has been entered for each deduction code that needs to be cancelled, click on the save button.

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Change Employer Payroll Contribution Deduction Code

Timing: Whenever an employer payroll contribution deduction code needs to be changed.

Changing Employer Payroll Contributions - Existing Deduction Code:

Path: **Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions**

You should now have the “Find An Existing Value” entry screen. After you have entered the General Deduction Data, save the information before you exit. The information will be lost if you do not save.

- 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). Click on the Search button.
- Step 2:** Locate the Deduction Code that needs changed using the Show Next Row button.
- Step 3:** Click on the Add Row button in the Deduction Details line for the Deduction Code that needs to be changed.
- Step 4:** Enter the Effective Date for the deduction code to be corrected.
- Step 5:** Once the deduction code changes have been entered, click on the Save button.