# Payroll

## Entering General Deductions

Procedure

For this simulation, you are going to follow step by step instructions for entering employee's general deductions.  You will be entering two deductions.  First you will entering an United Way Deduction and Fee.   Finally you will enter a Learning Quest Deduction.



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Main Menu** link. |
| 1.
 | Click the **Payroll for North America** link. |
| 1.
 | Click the **Employee Pay Data USA** link. |
| 1.
 | Click the **Deductions** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Create General Deductions** link. |
| 1.
 | Enter the desired information into the **Empl ID** field. Enter "**K0000216920**". |
| 1.
 | Enter the desired information into the **Company** field. Enter "**SOK**". |
| 1.
 | Click the **Search** button. |
| 1.
 | Enter the first letter of the code you are going to enter into the **Deduction Code** field. Enter "**U**", since you are going to be entering an United Way deduction. |
| 1.
 | Click the **Look up Deduction Code (Alt+5)** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Press the left mouse button and drag the **Scroll Bar** down to the desired location. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Scroll to the **United Way - Topeka** link and select it. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Effective Date** field. Enter "**08/22/2011**". |
| 1.
 | Select the desired type from the **Calculation Routine** field.  We will choose **Flat Amount**.  |
| 1.
 | Enter the desired information into the **Deduction End Date** field. Enter "**12/25/2011**". United Way Deduction should have the first day of the last pay period in the calendar year. |
| 1.
 | Enter the amount of the deduction into the **Flat/Addl Amount** field. Enter "**4.94**".  The employee had chose to donate $5.00 a pay period to United Way.  United Way deduction have to be split into two entries, the first is the amount minus $.06 fee that you will enter next. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Plus Sign** to add an additional deduction. |
| 1.
 | Enter the desired information into the field. Enter "**U**". |
| 1.
 | Click the **Look up Deduction Code (Alt+5)** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Press the left mouse button and drag the **Scroll Bar** down to the desired location. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click on the **United Way Service Fee - 095**. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Effective Date** field. Enter "**08/22/2011**". |



| **Step** | **Action** |
| --- | --- |
| 1.
 | From the **Calculation Routine** drop-down list, select **Flat Amount**. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Deduction End Date** field. Enter "**12/25/2011**". |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Flat/Addl Amount** field. Enter "**.06**". |
| 1.
 | Click the **Plus Sign** object. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the first letter of the next deduction that you are  entering into the **Deduction Code** field. Enter "**L**", since you are adding a Learning Quest deduction. |
| 1.
 | Click the **Look Up Deduction Code (Alt+5)** button. |
| 1.
 | Click the **Learning Quest** link. |
| 1.
 | Enter the desired information into the **Effective Date** field. Enter "**08/22/2011**". |
| 1.
 | Click the **Calculation Routine** list and select **Flat Amount.** |
| 1.
 | Enter the desired information into the **Flat/Addl Amount** field. Enter "**50.00**". |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Save** button. |
| 1.
 | Congratulations!  You have successfully completed Entering General Deductions.**End of Procedure.** |