# Payroll

## Entering Maximum Arrears Payback

Procedure

You are about to follow step-by-step instructions for entering a Maximum Arrears Payback.  The entire arrears payback will be collected from the employees next paycheck unless a maximum arrears payback is established before final pay confirmation of the first on-cycle or supplemental paycheck being issued to the employee after the arrearage occurred.



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Main Menu** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Payroll for North America** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Employee Pay Data USA** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Deductions** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Override General Deductions** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Empl ID:** field. Enter "**K0000216920**". |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Search (Alt+1)** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Look up Deduction Code (Alt+5)** list. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | The maximum arrears payback must be entered separately for each plan type and deduction code, either ADVNCE or ADJUST.  For this simulation, click the **ADJUST** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | The maximum check box must be selected for a maximum arrears payback to work.Click the **Maximum** option. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | The maximum amount to come out of an employees paycheck for the arrearage is established here.Enter the desired information into the **Maximum Amount:** field. Enter "**25.00**". |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Save (Alt+1)** button. |
| 1.
 | Congatulations!  You have completed entering Maximum Arrears Payback.**End of Procedure.** |