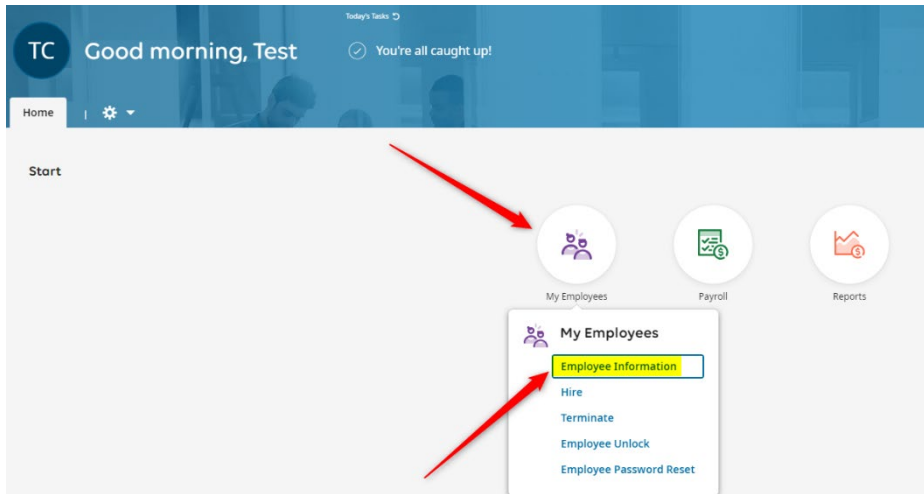


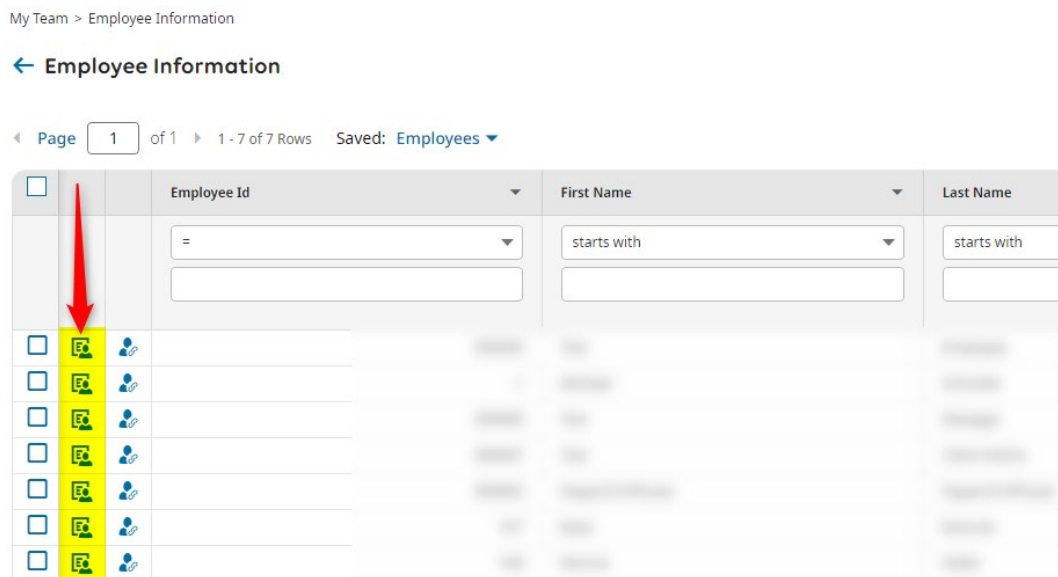


## How To: Add a scheduled deduction

- 1- To add a deduction to an employee, hover over the “My Employees” widget on your home screen and select “Employee Information”:



- 2- Find the employee you are updating and click on the icon highlighted below to get to their employee profile.



- Click on the deduction tab – then on the right side of the screen, click the ellipsis and select “New deduction.”

My Team > Employee Information

← Employee Profile

Test Employee | Employee ID: 999999 | Hired Date: 03 Sep, 2018 (5 Years, 15 Days)

Utilities Download PDF Save

Single-Column View

Search Widget Names

Account Information Accruals **Deductions** Demographics Direct Deposit Documents Earnings Rates Status/Position Taxes Edit Tabs

▼ Deductions

Deductions will process in order listed below.

Page 1 of 1 | 1 - 1 of 1 Rows | Currently Scheduled ▼

Seq.	Deduction	Begin Date	End Date	Type	Amounts	Last PR	MTD	QTD	YTD	Notes
1	401k	07/20/2022	12/31/9999	EE	\$50.00					

View  
New Deduction  
Deduction Wizard

- Select your deduction from the drop down and click “OK”

**New Deduction** X

Please select deduction type to use for new deduction

Deduction \*

401 (k) Loan  
401k  
Child Support  
Garnishment  
Levy  
Miscellaneous  
Roth 401k  
Section125 Dental  
Section125 Med  
Section125 Vis  
Transit Post Tax

- Complete the fields and then click “Save & Add.”



Test Employee (999999) | Deduction: Section125 Dental

JUMP TO

Scheduled Deduction

Settings

Arrearage Settings

Cost Center Defaults

#### Scheduled Deduction

Deduction	Begin Date *	End Date
Section125 Dental	09/18/2023	mm/dd/yyyy
Priority Sequence	Annual Max \$	Annual Max ER \$
2		
Memo		
Enter Your Memo Here		
Vendor		
Choose...		

#### Settings

Additional Info	
Enter Additional Info	
Settings: Employee	
Amount Type *	Amount *
Flat \$ Amount	\$
Minimum	
N/A	
Maximum	
N/A	

\*\*Frequency: This allows to select how often the deduction is taken from the employee.

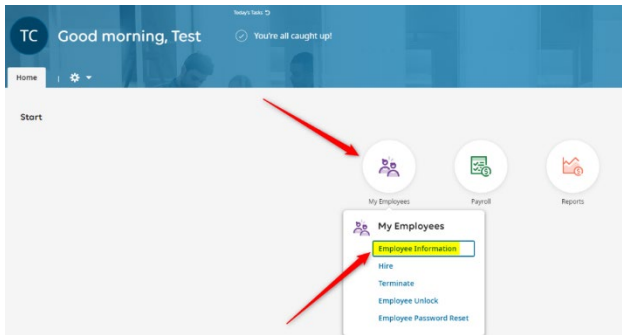
\*\*Arrearage Settings: This widget allows you to establish arrearage handling settings for the employee deduction.

\*\*Cost Center Defaults: This widget allows you to set the associated cost center defaults for the employee deduction. It is important to note that this section will vary based on which cost centers are enabled for the company.

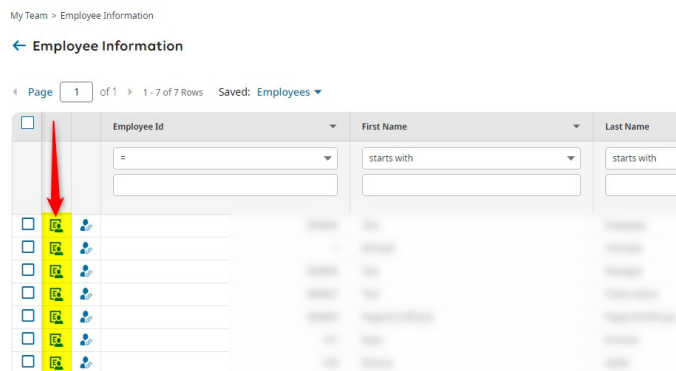
\*\*Goal: The goal widget (only appears once you hit save) is applied to specific types of deductions, such as child support, loans, etc. If applicable, check Enabled and the screen will expand, allowing you to enter information related to this employee's deduction. You can change amounts or the taken history.

## How To: Add change or end a scheduled deduction.

- 1- To make a change to a deduction on an employee, hover over the “My Employees” widget on your home screen and select “Employee Information”:



- 2- Find the employee you are updating and click on the icon highlighted below to get to their employee profile.



- 3- Click on the deduction tab – then on the right side of the screen, click the ellipsis on the row of the deduction to be changed and select “View/Edit.”
  - a. From here you can change the details of the deduction or end date.

