Preparation Prior to Entering Deduction Information

1. Need EMPL ID, EMPL Record, EMPL Pay Group
2. Need Plan Type (Number), Benefit Plan, Deduction Code, Tax Classification of Deduction Code
3. Review Connect Information to Ensure correct Connect Information (Web Server Machine Name)

Data Input Tab by Column

1. Paysheet Update Source = OT
2. Creation Date = Date Information is Entered
3. Company = Company for EEs Active Record
4. Pay Group = Pay Group for EEs Active Record
5. Pay Period End Date = Pay Period the Deduction Adjustment should load to the payline
6. Off Cycle = N
7. EMPLD ID for the employee requiring a deduction adjustment
8. EMPL Records for the employee requiring a deduction adjustment
9. Paysheet Transaction Type = D (deduction)
10. Separate Check Number = 0-No separate check; 1-Separate check desired
11. Paysheet One-Time Code = O-Override, R-Refund, A-Additional Amount
12. Plan Type = two digit plan type (Ex: 10 = Medical)
13. Benefit Plan = 4 character benefit plan; leave blank for general deductions
14. Deduction Code = deduction that requires adjustment
15. Deduction Classification = B-Before Tax; A-After Tax; N-Non Taxable
16. Deduction Classification Routine = A-Flat Amount
17. Deduction Rate/Percent = Leave Blank
18. Amount = Flat Amount deduction to be adjusted

S – X NO GARNSHMENTS SHOULD BE ADJUSTED THROUGH EXCEL TO CI