





PY032.06: Entering a General Deduction for a Flat Amount

Step	Action
1.	On the Employee Self Service menu, click the NavBar button. 
2.	Click the Navigator button.  Navigator
3.	Click the Payroll for North America menu. 
4.	Click the Employee Pay Data USA menu. 
5.	Click the Deductions menu. 
6.	Click the Create General Deductions menu. 
7.	Populate the Last Name or Empl ID field. Last Name <input type="text" value="begins with"/> <input type="text"/>
8.	Click the Search button. NOTE: If more than one row is returned, select the desired employee from the listing. 



Step	Action
9.	Click the Look up icon associated with the Deduction Code field. 
10.	Select the desired value from the listing. 98PKSA
11.	Review and update the Effective Date field, as needed. NOTE: In most instances, the Effective Date will be the begin date of the next pay period. Effective Date <input type="text" value="12/07/2016"/> x
12.	Click the Drop Down icon associated with the Calculation Routine field. Calculation Routine <input type="text" value="Default to Deduction Table"/> v
13.	Select Flat Amount from the list. <u>Flat Amount</u>
14.	Populate the Deduction End Date field, where appropriate. Deduction End Date <input type="text"/>
15.	Populate the Flat/Addl Amount field. Flat/Addl Amount <input type="text"/>
16.	Populate the Goal Amount , where appropriate. NOTE: Do not enter a Goal Amount , if the Deduction End Date was populated in the previous step. <input type="text"/>
17.	Click the Save button. 
18.	Click the OK button. NOTE: The message displayed indicates the new general deduction will not be applied retroactively; it will begin with the next payroll. 
19.	You have successfully completed the Entering a General Deduction for a Flat Amount topic. End of Procedure.