



PY032.08: Changing an Existing Flat Amount General Deduction

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.	Identify the Deduction Code to update. NOTE: Click the View All link, as needed, to display all general deductions. *Deduction Code <input type="text" value="00CHAR"/> State Charitable Donation
10.	Click the Plus (+) icon associated with the Deduction Details section.
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"/>
12.	Populate the Deduction End Date field, where appropriate. Deduction End Date <input type="text" value="12/31/2016"/>
13.	Enter the new deduction amount in the Flat/Addl Amount field. Flat/Addl Amount <input type="text" value="\$10.00"/>
14.	Populate the Goal Amount , where appropriate. NOTE: Do not enter a Goal Amount , if the Deduction End Date was populated in the previous step.
15.	Click the Save button.
16.	You have successfully completed the Changing an Existing Flat Amount General Deduction topic. End of Procedure.