


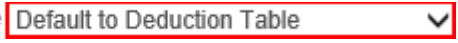
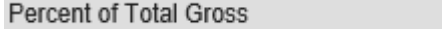


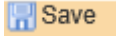





PY032.10: Entering a General Deduction for a Percentage

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. 
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 
12.	Click the Drop Down icon associated with the Calculation Routine field. Calculation Routine 
13.	Select Percent of Total Gross from the list. 
14.	Populate the Deduction End Date field, where appropriate. Deduction End Date 
15.	Populate the Deduction Rate or % field. Deduction Rate or % 
16.	Click the Save button. 
17.	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. 
18.	You have successfully completed the Entering General Deduction for a Percentage topic. End of Procedure.