



## Overview/Description

This process describes the steps necessary to create, save, and upload a Deductions Adjustment Load Spreadsheet for payroll processing.

Keep a blank template of the Deductions Adjustment Load spreadsheet to access each time a new spreadsheet is created. This form is formatted for a successful upload. Do not change the formatting of the columns. Once a spreadsheet is uploaded, you should not add additional deduction adjustments. **You must use a new, blank spreadsheet.** For audit and backup purposes, save the completed spreadsheet in an appropriate payroll folder separate from the blank template.

The Deductions Adjustment Load spreadsheet template is available on the OneUSG Connect Support website, [https://www.usg.edu/oneusg\\_connect/](https://www.usg.edu/oneusg_connect/).

### Navigation:

Practitioner Services > Practitioner Training > Payroll

### Prerequisite(s)

N/A

## Instructions

### 1. Complete the Deductions Adjustment Load Spreadsheet.

#### 1.1. Data Entry

- **Paysheet Update Source:** Must be "OT" (Other).
- **Creation Date:** Date the user entered the deductions adjustment data. Format must be MM/DD/YYYY.
- **Company:** Employee's current active company code.
- **Pay Group:** Employee's current active pay group for which the deductions apply.
- **Pay Period End Date:** Pay period end date for which the deductions apply. This is the pay period end date on the pay calendar for the pay group entered above. Format must be MM/DD/YYYY.
- **Off Cycle:** Required field:
  - "Y" for an off-cycle pay calendar's pay period end date.
  - "N" or blank for an on-cycle pay calendar's pay period end date.
- **Empl ID:** Active employee's seven digit employee identification number. Must include all seven digits including leading zeros.
- **Empl Record:** Employee's record that is active for the company and pay group for which the deductions apply.



- **Paysheet Transaction Type:** "D" for deductions.
- **Separate Check Nbr:** Should not be used for deductions.
- **Paysheet One-time Code:**
  - "O" = Override
  - "R" = Refund
  - "A" = Additional Amount
- **Plan Type:** Two digit Plan Type:
  - "00" = General Deduction
  - "4R" = Retirement (ORP, TRS, ERS, GDCP)
  - "40" = 401 (k) PeachState Reserves
  - "46" = 403(b)
  - "49" = 457(b)
  - "4F" = 457(f)
  - "4G" = ROTH 403(b)
  - "4H" = ROTH 457(b)
  - "4I" = 529 Savings
- **Benefit Plan:** Enter benefit plan for retirement, and savings plans (leave blank for general deductions).

| Benefit Plan Type | Benefit Plan Type Descr | Benefit Plan | Benefit Plan Description       |
|-------------------|-------------------------|--------------|--------------------------------|
| 40                | 401 (k)                 | PS401K       | PeachState 401k                |
| 46                | 403(b)                  | 403B         | 403(b) Savings Plan            |
| 49                | 457(B)                  | 457B         | 457(b) Savings Plan            |
| 4G                | ROTH403(b)              | 403RTH       | ROTH 403(B) Savings Plan       |
| 4H                | ROTH457(b)              | 457RTH       | ROTH 457(b) Savings Plan       |
| 4I                | 529Savings              | 529SAV       | 529 Savings Plan               |
| 4R                | Retirement              | ERS          | ERS Old Plan                   |
| 4R                | Retirement              | ERSNEW       | ERS New Plan                   |
| 4R                | Retirement              | GDCP         | Georgia Defined Contributions  |
| 4R                | Retirement              | ORP          | Optional Ret Pln Before 7/1/96 |
| 4R                | Retirement              | ORPLMT       | Optional Ret Plan              |
| 4R                | Retirement              | TRS          | Teachers Ret Sys Before 7/1/96 |
| 4R                | Retirement              | TRSLMT       | Teachers Ret System            |



- **Deduction Code:** The five or six character deduction code (i.e., 00CHAR-Charitable Contribution).
- **Deduction Classification:**
  - "B" = Before Tax
  - "A" = After Tax
  - "N" = Non-Taxable
  - "P" = Non-taxable for TRS/TRSL/ORP/ORPL only
- **Deduction Calculation Routine:** "A" (Flat Amount only).
- **Amount:** Flat Amount of deduction to be adjusted, no "\$" or commas.

## 1.2. Save the Spreadsheet.

- 1.2.1. Save the file and have the ability to enter more adjustments before uploading.
  - a. Save as an **Excel** spreadsheet.
  - b. Add/update the spreadsheet until you are ready to upload.

- 1.2.2. When you are ready to **upload** the Deductions Adjustment Load spreadsheet, follow the steps below:
  - a. Click **File** in upper left hand corner of the spreadsheet.
  - b. Click **Save As** and select "CSV (Comma Delimited)" or "CSV (MS-DOS)." Use the following naming convention:  
**Example:** 220 DED 85B1 1  
CCC XXX RUNID #
    - CCC – Numerical Company Code "220"
    - XXX – DED - Deduction
    - RUNID – Pay Run ID "85B1"
    - # - Iteration of your files for each Pay Run ID "1"**Do not use underscore, dashes, slashes or other special characters.**
  - c. **Do not reopen the file in Excel once it is saved as a CSV file.** Doing so will remove all CSV formatting causing the file to not load.



### 1.3. Review File Formatting Prior to Upload.

- a. To view the format prior to upload, you can open the CSV file in Notepad or WordPad.
- b. When accessing the CSV file to view, right click once on the file name and select **Open With** either Notepad or WordPad.
- c. Please review the following:
  - “OT” is in the first column for all rows.
  - Company Code is on each row.
  - All dates are in MM/DD/YYYY format.
  - EMPL IDs have all seven digits including leading zeros.
  - No extra or blank columns or rows.

## 2. File Upload Processes.

### Navigation

NavBar > Navigator > Payroll for North America > Payroll Customization > Deductions Adjustment Load

### 2.1. Attaching the file to be loaded.

- a. Add a **Run Control ID** or Search for an Existing **Run Control ID** to use.
- b. To run a report and validate the data prior to processing, select **upload /validate**. The data will not be loaded. Once validation is complete, select **upload/process** to upload data for processing.
- c. Click **Attach** and a File Attachment screen will open.
- d. Click **Choose File** and navigate to where the Deductions Adjustment Load CSV spreadsheet is located.
- e. Select the file and click **Open**.
- f. Click **Upload** to begin the upload process.
- g. In the **File Attachment** box, the file name that you want to upload should appear. Validate this is the correct file to upload.
- h. Click **Save** then **Run**.
- i. From the Process Scheduler Request window, click OK.
- j. Click **Refresh** in the Process Monitor to refresh until the process completes.



## 2.2. File Upload Failure, Processes to “No Success.”

### a. How to view error messages:

- Select **Details** on the **Process Monitor**.
- Click **View/Log/Trace**.
- Locate File List
- View the **Deductions\_Error\_Report.txt** to review errors.
- View the **Deductions\_Load\_Report.txt** to review loaded items.
- Review the message(s) displayed.

### b. Common Error Messages:

“No such file or directory” could mean:

- **Invalid file name:** There is a character in your file name that is not acceptable or it is too long.  
**Resolution:** Resave using the suggested naming convention. Right click on the file and rename; **do not** open file to resave.
- **Formatting Issue:** There is a formatting issue in your file.  
**Resolution:** Refer to step 1.3, **Review File Formatting Prior to Upload**, to review format.
- **Invalid Data:** Data in the file is incorrect.  
**Resolution:** Check the following:
  - Is the deduction code valid for the employee?
  - Is the pay end date valid for the pay calendar?
  - Are any required fields blank?

### c. Make any necessary corrections.

### d. Go back to step 1.2 to correctly save and reattach the file and run the Deductions Adjustment Load process.

## 2.3. File Runs to Success.

The file can run to success and contain transactions in error status.

### a. How to view error messages:

- Select **Details** on the **Process Monitor**.
- Click **View/Log/Trace**.
- Locate File List-Name and select the .stdout file.
- View the **Deductions\_Error\_Report.txt** to review errors.
- View the **Deductions\_Load\_Report.txt** to review loaded items.

### b. View the Deductions\_Error\_Report.txt report to review errors:

- Is the Tax Class correct for the Deduction Code?



- Is Record Number correct for the employee?
- Is the employee in a terminated status?

#### 2.4. Automated Adjustment Load.

##### Navigation

NavBar > Navigator > Payroll for North America > Payroll Customization > Automated Adjustments Load

- Add a **Run Control ID** or Search for an Existing **Run Control ID** to use.
- Enter the **Pay Run ID** for the deduction adjustments that you wish to load to the staging table.  
**Note:** Pay calendars must be attached to the Pay Run ID for the Deduction Adjustments to load.
- Click **Save** then **Run**.
- From the **Process Scheduler Request** window, click **OK**.
- Click **Refresh** in the **Process Monitor** to refresh until the process completes.

#### 3. Run Query and Validate Load.

##### Navigation

Navbar > Navigator > Reporting Tools > Query > Query Manager

##### 3.1. Run the query **BOR\_PY\_PYLOAD**.

- Enter parameters for Pay Period End Date and Company for the Deductions Adjustments Load.
- Validate that the Automated Adjustments Load process loaded your transactions and they are in the query with a status of "A" (Active).

##### 3.2. View Payline.

- During payroll review, validate transactions loaded to the payline.
- Run the **BOR\_PY\_PYLOAD** query for the Pay Period End Date and Company for the Deduction Adjustments Load.
- Validate that the Automated Adjustments Load process loaded your transactions and they are in the query with a status of "I" (Inactive).
- Any transactions that did not load will need to be processed as a manual adjustment. These adjustments should be submitted to SSC Payroll by the established deadline.