

General Deduction Load

| INFORMATION | |
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| Description | This process describes the steps necessary to create, save and upload a General Deduction Load spreadsheet. |
| Output Information | Deductions loaded using this spreadsheet will load directly to the General Deductions page in HCM. |

| PROCEDURE | |
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| OVERVIEW | <p>Use the General Deduction Load spreadsheet each time a new spreadsheet is loaded. The General Deduction Load spreadsheet is located here. *Search for 'PY_JA017_01'.</p> <p>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. <u>You must use a new, blank spreadsheet</u>. For audit and backup purposes, save the completed spreadsheet in an appropriate payroll folder separate from the blank template.</p> <p>The spreadsheet can be found at www.usg.edu/oneusg_connect > Practitioner Services > Practitioner Training > OneUSG Connect Job Aids: Payroll > Payroll (PY_JA017_01): General Deduction Load Spreadsheet</p> |
| SECTION I | Complete General Deduction Load spreadsheet |
| STEP 1.1 – Update | Data Entry |
| | <ul style="list-style-type: none"> ▪ <u>Empl ID</u> – Enter the employee's active identification number. ▪ <u>Company</u> – Enter the employee's current active company code. |



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| | <ul style="list-style-type: none"> ▪ <u>Deduction Code</u> – Enter the five or six-character deduction code. (i.e.: 00CHAR-Charitable Contribution) ▪ <u>Effective Date</u> – Enter an effective date for which the deduction should begin. ▪ <u>Deduction Calculation Routine</u> – Enter 'A' for Flat amount only. ▪ <u>Deduction End Date</u> – Enter an effective date for which the deduction should end. ▪ <u>Deduction Amount</u> – Flat Amount of deduction to be adjusted. Do not dollar signs or commas. ▪ <u>Deduction Rate/Percent</u> – Leave Blank-should only use flat amount. ▪ <u>Goal Amount</u> – Enter the limit for the total amount of the deduction. After this goal is met, the deduction ends. ▪ <u>Current Goal Balance</u> – Displays the total amount taken to date from the employee's pay for this deduction code. The balance is auto updated during payroll confirm and will end when the current goal balance is equal to the goal amount. ▪ <u>Reference</u> – Enter comments if applicable. Comments cannot exceed 25 characters. <p>IMPORTANT:</p> <ol style="list-style-type: none"> 1. Do not copy and paste data from other spreadsheets because the formatting will be corrupted. 2. Once you have entered data on a new spreadsheet, you can copy information inside the spreadsheet; if applicable (Ex. Copying the effective date or deduction code). |
| <p>STEP 1.2 – Save</p> | <p>Saving the General Deduction Load spreadsheet</p> |
| | <p>Saving the file but still have more adjustments to add before upload.</p> <ul style="list-style-type: none"> ▪ Save as an Excel spreadsheet and add additional adjustments as required. |



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| | <ul style="list-style-type: none"> ▪ You can add to this Excel spreadsheet until you are ready to upload. ▪ Be sure to save a final copy of the excel spreadsheet before saving as CSV. You may need to review the file and make corrections. <p>When you are ready to upload the General Deduction Load spreadsheet, you will need to perform the following “save” instructions below.</p> <ul style="list-style-type: none"> ▪ Navigate to “File” in upper left hand corner of the spreadsheet. ▪ Select “Save As” CSV (Comma Delimited) or CSV (MS-DOS). Use the following naming convention: XXX_GENL_DED_MM.DD.YYYY_# (XXX = Company, #=Number of spreadsheet loaded on that day) ▪ DO NOT REOPEN FILE IN EXCEL ONCE IT IS SAVED AS A CSV FILE. Doing so will remove all CSV formatting and cause the file to not load. |
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| Section II | File Upload Processes |
| STEP 2.1 –Attach File | Attaching File to be Loaded |
| | <p>Reviewing File Prior to Upload for Fomattig</p> <ul style="list-style-type: none"> • To view the format prior to upload you can open the CSV file in Notepad or WordPad. When accessing the CSV file to view, right click once on the file name and select “Open With”. Choose either Notepad or WordPad. <p>Please review the following:</p> <ul style="list-style-type: none"> • Company Code is on each row • All dates are in MM/DD/YYYY format • EMPL IDs have all seven digits including leading zeroes • No extra or blank columns or rows <p>PATH: Navigator > Payroll for North America > Payroll Customization > General Deduction Load</p> <ul style="list-style-type: none"> ▪ Add a Run Control ID or Search for an Existing Run Control ID to use. ▪ Choose upload/validate or upload/process ▪ Click “Attach” and a File Attachment box will open. ▪ Click “Choose File” and navigate to where the Deduction Adjustment Load CSV spreadsheet is saved. ▪ Click “Open” after the file is selected. |



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| | <ul style="list-style-type: none"> ▪ Click "Upload" to begin the upload process. ▪ In the File Attachment box, the file name that you want to upload should appear. Please validate that this is the correct file to upload. ▪ Click "Save" and "Run" ▪ The Process Scheduler Request box will open, and you will select "OK" ▪ Click Process Monitor ▪ Click "Refresh" in the Process Monitor to refresh until the process completes and posts. |
| <p>STEP 2.2 – File Runs to No Success</p> | <p>Review File Upload Details</p> |
| | <p>How to view error messages:</p> <ul style="list-style-type: none"> ▪ Select "Details" on the Process Monitor ▪ Access View/Log/Trace link ▪ Access File List-Name and select AE_BORGNDELD_XXXXXX.stdout (XXXXXX = process instance) ▪ Review the message(s) displayed <p>Common Error Messages:</p> <p>"No such file or directory" could mean:</p> <ul style="list-style-type: none"> • Invalid file name - there is a character in your file name that is not acceptable or it is too long. <ul style="list-style-type: none"> ○ Resolution: Resave using the suggested naming convention. Right click on the file and rename; do not open file to resave. <p>Formatting Issue - there is a formatting issue in your file</p> <ul style="list-style-type: none"> • Resolution: Review the saved "final" Excel spreadsheet and make the necessary corrections. • Go back to Step 1.2 to correctly save and reattach the file. Run the General Deduction Load process. <p>Invalid Data – data in the file is incorrect.</p> <ul style="list-style-type: none"> • Resoution: Check the following- <ul style="list-style-type: none"> ○ Is the Deduction code valid for the employee? ○ Are the effective and end dates valid for the employee? ○ Are any required fields blank? • Make any necessary corrections. |



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| | <ul style="list-style-type: none"> Go back to Step 1.2 to correctly save and reattach the file. Run the General Deduction Load process. |
| Step 2.3 – File Runs to Success | <p>File can run to Success and still have transactions in error status.</p> <p>How to view error messages:</p> <ul style="list-style-type: none"> Select “Details” on the Process Monitor Access View/Log/Trace link Access File List-Name and select GenL_Ded_Error_Report.txt or GenL_Ded_Load_Report.txt. Review the message(s) displayed View the GenL_Ded_Error_Report.txt report to review errors. Make any necessary corrections. Go back to Step 1.2 to correctly save and reattach the file. Run the General Deduction Load process. |
| SECTION III | Validate Submission Data |
| STEP 3.1 – Run Query | BOR_PY_ACTIVE_GENL_DED |
| | <ul style="list-style-type: none"> Run the BOR_PY_ACTIVE_GENL_DED query and validate that the deductions loaded correctly to the General Deductions Page. |

