PAYROLL: DEDUCTION SETUP
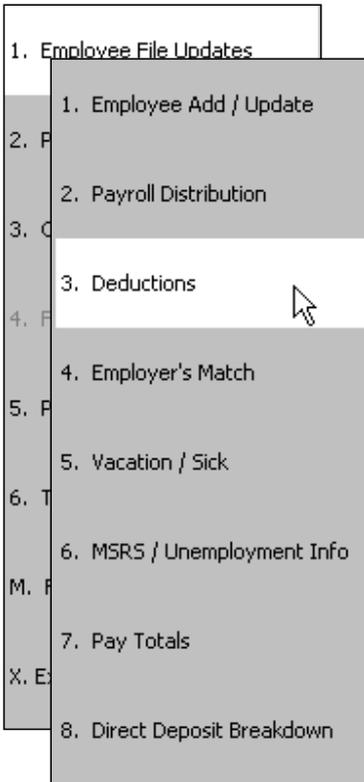
Creating a New Deduction

1. From the **Payroll** main menu, select **6. Table and File Setups > 1. Deduction Setup**.

2. Once on this screen, go to the next available blank line and enter the description for the new deduction. If a blank line is not available, then select *File > New*. This will open a window asking for the new deduction's number. Enter that and click *OK*.

3. Once a description for the new deduction has been entered, fill in the rest of the information for that deduction and press **F11** to save or **F12** to save and exit. **Note** – There is too much information to display all on the screen at the same time. Scroll to the right to input the rest of the data for the deduction such as the Budgetary account number that will be credited during the payroll.

4. Do this for all deductions that need to be set up. If a separate deduction number should be used for the employer's match portion of a deduction, set that up on this screen as well.

Adding a New Deduction to an Existing Employee

1. From the **General Entry** menu, select **7. Payroll > 1. Employee File Updates > 3. Deductions** and select the employee that needs to have their deductions edited.

2. This screen is just for the employee's portion of the deduction. To add a new deduction on this screen, select *File > New Deduction,* or press the **F3** key on the keyboard.

3. In the first field of the new line, drop down the list of deductions and select the new deduction number to be used. This will cause some default information to appear, such as the description and tax status. If the default information for this deduction does not apply to this employee, most of this information can be changed. **Note** – The second to last column is called *Default* and has a check box below it. If this box is checked, that indicates that this deduction is using all of the default information from the *Deduction Setup* screen.

4. If setting up this deduction mid year, it is possible to add deduction totals by using the **Load of Back Information** screen from the **File Maintenance** menu.

5. The same basic process is used for setting up the employer's match portion of the deduction. From the **General Entry** menu, select **7. Payroll > 1. Employee File Updates > 4. Employer's Match**. The main difference here is that a charge account that will be debited during the payroll process has to be entered here. If totals need to be added for the new employer's match, they can be added on the **Load of Back Information** screen from the **File Maintenance** menu.