

TOPIC 4: ADJUSTING EMPLOYEE DEDUCTIONS

In this topic, we'll talk about how employee deductions are adjusted in the SAM II HR/Payroll system. These adjustments do not change an employee's permanent record; rather they affect an employee for the specified pay period or pay periods. These adjustments are processed on a variety of different windows depending upon the particular event. The processes that are addressed in this topic include:

Deduction Adjustments –

- Goal Oriented vs. Non Goal Oriented deduction adjustments
- Auto-Terminating vs. Non Auto-Terminating deduction adjustments
- One-Time Deductions

At the end of this topic, you will be able to:

- Describe the important factors in determining what type of deduction adjustment needs to be made.
- Describe the different deduction adjustment processes.
- Complete the appropriate transactions for deduction adjustments.



NOTES



DETERMINING DEDUCTION CHARACTERISTICS

Deduction adjustments need to be made any time a deduction has been set up incorrectly and resulted in an employee either over-contributing or under-contributing their deduction amount. Once this error is discovered, the deduction adjustment needs to be calculated and the number of pay periods required to either refund an employee for an over-contribution or deduct additional money from an employee's paycheck for under-contribution needs to be determined.

Some common scenarios where one might need to process a deduction adjustment include when:

- The employee has the correct deduction type and plan but the wrong amount to be deducted. Examples where this could happen are Savings Bond and Credit Union.
- The employee has the correct deduction type but the wrong deduction plan. An example where this could happen is Union Dues.

How a deduction adjustment is processed depends upon whether or not a deduction is Auto-Terminating and/or Goal Oriented. The processes for completing the deduction adjustment vary slightly depending upon the combination of these two factors. Users will check the Deductions Type (DEDT) window to verify the settings on these two flags.



DEDUCTION TYPE (DEDT)

Deduction Type

Deduction Type: [] Effective Date: [/ /] Expiration Date: [/ /]
 Short Description: [] Fringe Pay Type: []
 Long Description: [] Deduction Processing Order #: []
 Valid Input Windows: [] [] [] [] [] Deduction Acceptance Priority #: []
 Category: []

Enforcement Options | **Deduction Options**

Deduction Registers

[] [] [] [] []
 [] [] [] [] []

Employee vs Appointment: Employee Appointment Both
 Deduction Policy Rule: No Restriction Enforce by Type Enforce by Type / Plan
 Permanent Deduction Allowed
 EFT Allowed
 Automatic Termination
 Include in Supplemental Pay Cycle
 Employment Status: []

Deduction Type

Deduction Type: [] Effective Date: [/ /] Expiration Date: [/ /]
 Short Description: [] Fringe Pay Type: []
 Long Description: [] Deduction Processing Order #: []
 Valid Input Windows: [] [] [] [] [] Deduction Acceptance Priority #: []
 Category: []

Enforcement Options | **Deduction Options**

Deduction Goal: Not Goal Oriented Goal Oriented Cyclical Goal Oriented
 Federal / State Marital Status: No Associated Status Federal State and Local
 Deduction Class: Use Marginal Tax Tables FICA Deduction Use Alternate Rate Tables No Special Processing
 Goal Type: Not Applicable Dollar Amount Installments
 Recycle Deduction
 Partial Deduction Report
 Take Partial Deduction



DETERMINING DEDUCTION CHARACTERISTICS

Auto-Terminating, if checked, means that the current deduction will be automatically expired once you process another deduction for the same type (either with the same plan or a different plan of that type). If a deduction is not Auto-Terminating, you must execute a transaction to expire the old deduction before establishing the new deduction.

For example, you are currently enrolled in the credit union and have \$25.00 taken out each pay period. However, effective the next pay period you want to change your contribution to \$40.00 per pay period. When the Miscellaneous Deductions (MISC) transaction is processed to make this change, your previous deduction for \$25.00 is automatically terminated and the new one for \$40.00 will be effective.

Non Auto-Terminating means that you have to expire the current deduction before you establish a new deduction. If you don't do this, then the new deduction you want to establish will not be valid in the system. Let's say you currently pay union dues but need to change the plan in which you are enrolled. You would first need to access your current Miscellaneous Deduction (MISC) and change the expiration date so that it will expire at the end of the pay period. Then you would process a second MISC transaction to establish the new union dues type and plan.

Goal Oriented deductions require that a specified amount, or goal, be reached. Goal Oriented deductions can either be cyclical or non-cyclical. Some deductions are Goal Oriented and are no longer deducted after the specified amount (goal amount) is satisfied; these are called the 'Non-cyclical' deductions. Cyclical Goal Oriented deductions start over once the goal amount has been reached. Savings Bonds are examples of cyclical Goal Oriented deductions.

ONE-TIME DEDUCTION (1DED)



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File Edit Display Process Window Help

One-Time Deduction

Name

Employee ID Appointment ID

Agency Document Number

Deduction Type Deduction Plan

Event Date / /

Deduction Amount Deduction Rate

Number of Installments Recycled Deduction

Deduction Transaction ID

Add / Replace ID Include in Supplemental Run

Add Deduction

Replace Permanent Deduction

Navigator

Messages Tran ID: 7:32 PM 07/12/00



CALCULATING DEDUCTION ADJUSTMENTS

Calculating the Deduction Amount During the Adjustment Pay Period(s)

Once it has been determined that an adjustment needs to be made, the deduction adjustment amount needs to be calculated. This will be dependent upon how much the employee has under/overpaid their deduction and what other deduction plan or type changes are required.

Next, the number of pay periods over which the deduction adjustment will be made needs to be determined. The amount of the deduction adjustment and whether or not the adjustment is positive or negative will impact this decision. Finally, the new (corrected) deduction amount will still need to be taken.

The formula you can use to calculate the Deduction Amount is:

New (Corrected) Deduction Amount \pm Deduction Adjustment Amount

Number of Pay Periods

This formula should be used only when replacing permanent deductions on the 1DED.

ONE-TIME DEDUCTION (1DED)



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File Edit Display Process Window Help

One-Time Deduction

Name

Employee ID Appointment ID

Agency Document Number

Deduction Type Deduction Plan

Event Date / /

Deduction Amount Deduction Rate

Number of Installments Recycled Deduction

Deduction Transaction ID

Add / Replace ID Include in Supplemental Run

Add Deduction

Replace Permanent Deduction

Navigator

Messages Tran ID: 7:32 PM 07/12/00



ONE TIME DEDUCTIONS

In SAM II HR/Payroll, the One-Time Deduction (1DED) window is used to make a one-time adjustment to a permanent deduction (i.e. occurs only one time). The 1DED entry can be in addition to the normal permanent deduction amount, or a replacement of the normal permanent deduction amount. Changes to the permanent deduction are made on the original input window (Miscellaneous Deductions (MISC), Savings Bond Deductions (SAVB), and Tax Parameters (TAX)) as described previously. The 1DED window can be used for adjusting Cafeteria Plans, Pre or Post Tax, and Employee Fringe and Employer Fringe deductions.

Reference tables for each deduction indicate whether a one-time deduction can be taken at all, or only with a permanent deduction established. Reference tables also indicate whether an employee override on the amount or rate of deduction is allowed. Both of these indicators are located on the Deduction Plan (DPLN) window.

Some examples of 1DED usage:

- If there was a \$100 deduction withheld when \$110 should have been withheld, a 1DED for \$10 is entered as an addition to the permanent deduction. The permanent deduction amount is then changed to \$110. SAM II HR/Payroll will automatically adjust the taxable wages.
- If there was a \$100 deduction withholding when \$75 should have been withheld, a 1DED for \$50 is entered as a one-time replacement to the permanent deduction amount (\$75 correct amount - \$25 adjustment = \$50 one-time deduction amount). The permanent deduction amount should be changed to \$75 for the first day of the subsequent pay cycles. SAM II HR/Payroll will automatically adjust the taxable wages.
- If there was a deduction taken when there should have been none or the amount of the over-withholding would require a refund to the employee, no 1DED is processed. The permanent deduction amount should be corrected (either through changing the deduction amount or expiring the deduction altogether). Refunds must then be received from the vendor and deposited into the State's non-appropriated checking account by the Office of Administration (OA). The employee is then reimbursed from the non-appropriated checking account and an External Adjustment is processed in SAM II HR/Payroll by OA.



ONE-TIME DEDUCTION (1DED)

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File Edit Display Process Window Help

➔ [Icons]

One-Time Deduction

Name

Employee ID Appointment ID

Agency Document Number

Deduction Type Deduction Plan

Event Date / /

Deduction Amount Deduction Rate

Number of Installments Recycled Deduction

Deduction Transaction ID

Add / Replace ID Include in Supplemental Run

Add Deduction

Replace Permanent Deduction

Navigator [Icons]

Messages Tran ID: 7:32 PM 07/12/00



ONE TIME DEDUCTIONS

Special conditions may exist for deductions administered through ‘Non-Appropriated’ accounts. See below:

- Savings Bonds – If a refund is due an employee for savings bond deductions, this is processed by the Office of Administration (OA) external to SAM II HR using the external checking account. An External Adjustment (EADJ) is then processed by OA in SAM II HR to record the transaction. Refer to the procedure Entering External Adjustments.
- Deferred Compensation Section 457 employee deductions and Section 401 employer contributions – refer to the procedure Entering a One-Time Deduction for Employee Paid Fringes and Employer Fringe Contributions.
- Cafeteria Plan – refer to the procedure Entering a One-Time Deduction for a Cafeteria Plan Deduction.
- Kansas City and St. Louis City local taxes – refunds to the employee for these two deductions will be processed only if the result of an error on the part of the State of Missouri. In that case, the refund is processed by the Office of Administration (OA) external to SAM II HR using the external checking account. An External Adjustment (EADJ) is then processed by OA in SAM II HR to record the transaction. Refer to the procedure Entering External Adjustments.
- OASDI employee share – The SAM II HR/Payroll system automatically adjusts the employee’s OASDI and Medicare wages.

Note: In situations other than the five described above, it will be the employee’s responsibility to contact the vendor and work out any necessary fund transfers and/or refunds.



DEDUCTION ADJUSTMENTS

Before you complete the transactions necessary to process the deduction adjustment and to establish the deduction correctly, you need to determine whether the deduction is Auto-Terminating and/or Goal Oriented. Let's review the different processes for adjusting deductions.

Auto-Terminating, Non Goal Oriented Deduction Adjustments

- Step 1** Verify that the Type and Plan is Auto-Terminating and Non Goal Oriented on the Deduction Type (DEDT) Table.
- Step 2** Calculate how much the deduction adjustment is, determine how many pay periods the deduction adjustment will impact, and calculate the amount to be entered for the deduction during that time period.
- Step 3** Process a One Time Deduction (1DED) for the deduction adjustment for the pay period through which the adjustment is to be made. The deduction adjustment will be a one time only event (unless installments are being used).
- Step 4** Process a Miscellaneous Deduction (MISC) to establish the deduction correctly. The newly established deduction would automatically expire the previous Miscellaneous Deduction with the same Type and Plan. The new deduction end date would be dependent upon the deduction type and plan. However, the default is 99/99/99. The old record expiration date would be the day before the new effective date.



DEDUCTION ADJUSTMENTS

DEDUCTION TYPE (DEDT)

ONE-TIME DEDUCTION (1DED)

MISCELLANEOUS DEDUCTION (MISC)



DEDUCTION ADJUSTMENTS

Non Auto-Terminating, Non Goal Oriented Deduction Adjustments

- Step 1** Verify that the Type and Plan is Non Auto-Terminating and Non Goal Oriented on the Deduction Type (DEDT) Table.
- Step 2** Calculate how much the deduction adjustment is, determine how many pay periods the deduction adjustment will impact, and calculate the amount to be entered for the deduction during that time period.
- Step 3** Process a One Time Deduction (1DED) for the deduction adjustment to be made. The deduction adjustment will be a one time only event (unless installments are being used).
- Step 4** Process a Miscellaneous Deduction (MISC) to expire the current deduction. The deduction expiration date will be the last date of the pay period before the deduction adjustment is to be made.
- Step 5** Process a Miscellaneous Deduction (MISC) to establish the deduction correctly. The new deduction would start the first date of the pay period after the deduction adjustment expired. The deduction expiration date will be dependent upon the deduction type and plan. However, the default is 99/99/99.



DEDUCTION ADJUSTMENTS

Auto-Terminating, Goal Oriented Deduction Adjustments

- Step 1** Verify that the Type and Plan is Auto-Terminating and Goal Oriented on the Deduction Type (DEDT) Table.
- Step 2** Calculate how much the deduction adjustment is, determine how many pay periods the deduction adjustment will impact, and calculate the amount to be entered for the deduction during that time period.
- Step 3** Process a One Time Deduction (1DED) for the deduction adjustment to be made. The deduction adjustment will be a one time only event (unless installments are being used).
- Step 4** Process a Miscellaneous Deduction (MISC) to establish the deduction correctly. The newly established deduction would automatically terminate the previous deduction with the same type and plan. The goal amount will need to be reestablished, as well as any existing amount in the Contribution to Goal field. The deduction expiration date will be dependent upon the deduction type and plan. However, the default is 99/99/99.



DEDUCTION ADJUSTMENTS

DEDUCTION TYPE (DEDT)

The screenshot shows the 'Deduction Type' configuration window. It includes fields for Deduction Type, Effective Date, and Expiration Date. Below these are sections for 'Enforcement Options' and 'Deduction Options'. The 'Deduction Options' section contains three sub-sections: 'Deduction Goal' with radio buttons for 'Not Goal Oriented', 'Goal Oriented', and 'Cyclical Goal Oriented'; 'Federal / State / Marital Status' with radio buttons for 'No Associated Status', 'Federal', and 'State and Local'; and 'Deduction Class' with radio buttons for 'Use Marginal Tax Tables', 'FICA Deduction', 'Use Alternate Rate Tables', and 'No Special Processing'. There are also checkboxes for 'Recycle Deduction', 'Partial Deduction Report', and 'Take Partial Deduction'.

ONE-TIME DEDUCTION (1DED)

The screenshot shows the 'One-Time Deduction' configuration window. It features fields for Name, Employee ID, Appointment ID, Agency, Document Number, Deduction Type, Deduction Plan, Event Date, Deduction Amount, Deduction Rate, Number of Installments, Recycled Deduction, and Deduction Transaction ID. At the bottom, there are checkboxes for 'Add / Replace ID', 'Add Deduction', and 'Replace Permanent Deduction', along with an 'Include in Supplemental Run' checkbox.

MISCELLANEOUS DEDUCTION (MISC)

The screenshot shows the 'Miscellaneous Deductions' configuration window. It includes fields for Name, Employee ID, Appointment ID, Effective Date, and Expiration Date. The window is divided into several sections: 'Deduction Information' with fields for Type, Plan, Override Amount, Override Rate, Goal Amt / Installments, and Contribution to Goal; 'EFT Information' with radio buttons for 'Electronic Transfer' (Yes, No, N/A) and 'Account Type' (Savings, Checking, N/A), plus fields for ABA Routing #, Account #, and Penalty Issue Date; and 'Recipient Information' with fields for Override Vendor, Last Name, First Name, MI, Address, City, State, Zip Code, and County.



DEDUCTION ADJUSTMENTS

Non Auto-Terminating Cyclical Goal Oriented Deduction Adjustments

Step 1 Verify that the Type and Plan is Non Auto-Terminating and Cyclical Goal Oriented on the Deduction Type (DEDT) Table.

Step 2 Calculate how much the deduction adjustment is, determine how many pay periods the deduction adjustment will impact, and calculate the amount to be entered for the deduction during that time period.

Step 3 Process a One Time Deduction (1DED) for the deduction adjustment to be made. The deduction adjustment will be a one time only event (unless installments are being used).

Step 4 Process a Savings Bond (SAVB) or Miscellaneous Deduction (MISC) to expire the current deduction. The deduction expiration date will be the last date of the pay period before the deduction adjustment is to be made. You will also need to write down the current contribution to goal, zero out the contribution to goal amount and reestablish this amount later.

Step 5 Process a Savings Bond (SAVB) or Miscellaneous Deduction (MISC) to establish the deduction correctly. The new deduction will start the first date of the pay period after the deduction adjustment expired. The deduction expiration date will be dependent upon the deduction type and plan. However, the default is 99/99/99.

Let's complete some walkthroughs for different deduction adjustment situations.



DEDUCTION TYPE (DEDT)

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File Edit Display Modify Window Help

Deduction Type

Deduction Type: MCU Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99

Short Description: MIZZOU CR UN Fringe Pay Type: |

Long Description: MIZZOU CREDIT UNION Deduction Processing Order #: 70

Valid Input Windows: MISC 1DED Deduction Acceptance Priority #: 70

Category: MCU

Enforcement Options | Deduction Options

Deduction Registers:

HAR4100				

Employee vs Appointment: Employee Appointment Both

Deduction Policy Rule: No Restriction Enforce by Type Enforce by Type / Plan

Employment Status: 12

Permanent Deduction Allowed EFT Allowed Automatic Termination Include in Supplemental Pay Cycle

Messages 7:35 PM 07/12/00



AUTO-TERMINATING DEDUCTION ADJUSTMENT

SCENARIO

An employee wanted to have his credit union deduction amount increased from \$25 to \$50 effective with the last pay period. When he got his paycheck, he noticed that only \$25 had been deducted. He needs to have the deduction changed so that \$75 is taken out for the next pay period (\$50 represents his new regular deduction and \$25 represents an adjustment from the previous pay period). He also needs to have the deduction changed so that \$50 will be deducted regularly effective the pay period after the adjustment is completed.

The first step in adjusting the deduction is to confirm that the deduction is Auto-Terminating. You will do this using the Deduction Type (DEDT) window.

Step 1 To open the DEDT from the SAM II Desktop Navigator window, click the Go To icon. Type **DEDT** in the "CODE" and click the Open button.

Step 2 Populate the following field to narrow your search on the DEDT window.

DEDUCTION TYPE - Enter the deduction code that is being reviewed. Type **MCU**.

Select **Display: Browse Data**.

Step 3 Review the following field to confirm you have the desired deduction.

LONG DESCRIPTION – Provides a long description of the deduction type.

Step 4 Review the following fields on the Enforcement Options panel to determine if your deduction is Auto-Terminating.

AUTOMATIC TERMINATION – Confirm that Automatic Termination is checked. If it is not checked, you will need to expire the current deduction before processing an adjustment.

Step 5 Close the DEDT window.



ONE-TIME DEDUCTION (1DED)

ADVANTAGE Desktop - OA134

File Edit Display Process Window Help

➔ [Icons]

One-Time Deduction

Name: []

Employee ID: 050 - 41 - 0001 Appointment ID: []

Agency: 860 Document Number: 050410001A

Deduction Type: MCU Deduction Plan: MCU

Event Date: / /

Deduction Amount: [] Deduction Rate: []

Number of Installments: [] Recycled Deduction: []

Deduction Transaction ID: One Time Transaction

Add / Replace ID: Include in Supplemental Run

Add Deduction

Replace Permanent Deduction

Navigator []

Messages Tran ID: 7:37 PM 07/12/00



AUTO-TERMINATING DEDUCTION ADJUSTMENT

Now that you have confirmed that the deduction is Auto-Terminating, a One Time Deduction (1DED) transaction needs to be processed for a \$75 adjustment to the employee's pay (\$50 that should be taken out plus the extra \$25 that should've been taken out last pay period). A new Miscellaneous Deduction (MISC) then needs to be established to have \$50 deducted per paycheck as the employee wanted.

Step 1 To open the 1DED from the SAM II Desktop Navigator window, click the Go To icon. Type **1DED** in the "CODE". Click the Open button and begin completing the required fields.

Step 2 Populate the following fields to process the 1DED transaction you need:

NAME – Display Only. The employee's full name (last name, first name, and middle initial) is displayed.

EMPLOYEE ID - Required. Enter the employee's social security number. **SEE STUDENT CARD.**

APPOINTMENT ID - Optional. Enter the appointment ID if the employee holds more than one appointment. Enter an asterisk (*) if this deduction affects all the employee's appointments.

AGENCY - Required. Enter the agency code for the agency preparing this transaction. Refer to the Agency Index (AGCY) window for valid values. Type **860**.

DOCUMENT NUMBER - Required. Enter a number used to identify this transaction. **SEE STUDENT CARD.**

Note: This field is used to track an agency's internal numbering scheme. For training purposes we will use the employee social security number followed by an alpha character.

DEDUCTION TYPE - Required. Enter the code for the type of deduction being taken. Refer to the Deduction Type (DEDT) window for valid values. Type **MCU**.

DEDUCTION PLAN - Required. Enter a deduction plan code that corresponds to the deduction type code selected. Refer to the Deduction Plan (DPLN) window for valid values. Type **MCU**.

ONE-TIME DEDUCTION (1DED)



ADVANTAGE Desktop - OA420

File Edit Display Process Window Help

➔ [Icons]

One-Time Deduction

Name: []

Employee ID: 050 - 41 - 0001 Appointment ID: []

Agency: 860 Document Number: 050410001A

Deduction Type: MCU Deduction Plan: MCU

Event Date: 08 / 15 / 00

Deduction Amount: 75 Deduction Rate: []

Number of Installments: [] Recycled Deduction: []

Deduction Transaction ID: One Time Transaction

Add / Replace ID Include in Supplemental Run

Add Deduction

Replace Permanent Deduction

Navigator []

Messages Tran ID: 11:30 AM 07/13/00



AUTO-TERMINATING DEDUCTION ADJUSTMENT

Step 2 Continue to populate the remaining fields on the 1DED window.

EVENT DATE - Required. Enter the date on which the one-time deduction should take effect. This date should be the last day of the pay period being processed for the regular pay cycle. If “Include In Supplemental Run” is checked, the event date should be the date of the check. Type **LAST DAY OF CURRENT PAY PERIOD**.

DEDUCTION AMOUNT - Conditional. Required if Deduction Rate is blank. Enter the dollar amount of the one-time deduction. Type **75**.

Note: Negative amounts cannot be entered on a 1DED. All refunds will be processed through external adjustments or from the vendor. The deduction can be both an amount and a rate.

DEDUCTION RATE - Conditional. Required if Deduction Amount is blank. If the one-time deduction is a percentage of gross pay then enter the percentage.

Note: The deduction can be both an amount and a rate. If it is both an amount and a rate, the two are added together to get the appropriate deduction amount.

NUMBER OF INSTALLMENTS - Optional. If the total deduction is taken in installments, enter the number of installments. For example, a \$200 savings bond deduction can be taken in eight installments.

RECYCLED DEDUCTION – Display Only. This field indicates whether a one-time deduction was recycled.

DEDUCTION TRANSACTION ID – Display Only. This field displays the transaction identification number associated with the one-time deduction.



ONE-TIME DEDUCTION (1DED)

ADVANTAGE Desktop - OA420

File Edit Display Process Window Help

➔ [Icons]

One-Time Deduction

Name	RAY, JOHNNY		
Employee ID	050 - 41 - 0001	Appointment ID	<input type="checkbox"/>
Agency	860	Document Number	050410001A
Deduction Type	MCU	Deduction Plan	MCU
Event Date	08 / 15 / 00		
Deduction Amount	75.00	Deduction Rate	0.0000
Number of Installments	0	Recycled Deduction	N
Deduction Transaction ID	One Time Transaction		
Add / Replace ID	<input type="checkbox"/> Include in Supplemental Run		
<input type="radio"/> Add Deduction			
<input checked="" type="radio"/> <u>Replace Permanent Deduction</u>			

Navigator [Icons]

UPDATE WAS SUCCESSFUL [Messages] Tran ID:000713000065 11:31 AM 07/13/00

AUTO-TERMINATING DEDUCTION ADJUSTMENT



Step 2 Continue to populate the remaining fields on the 1DED window.

ADD/REPLACE ID - Required. Select one of the following values:

- Add Deduction - Adds the one-time deduction to the permanent pay period deduction.
- Replace Permanent Deduction - Replaces the one-time deduction for the permanent pay period deduction.

Select **REPLACE PERMANENT DEDUCTION**.

INCLUDE IN SUPPLEMENTAL RUN - Optional. Place a check in the box if the one-time deduction is taken in a supplemental pay cycle. Otherwise, leave this box blank if the one-time deduction is taken in the next regular pay cycle.

Step 3 Select **Process: Update**.

If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 3.

Step 4 Close the 1DED window.



MISCELLANEOUS DEDUCTION (MISC)

ADVANTAGE Desktop - DA420

File Edit Display Process Window Help

Miscellaneous Deductions

Name: RAY, JOHNNY Effective Date: 08 / 01 / 00
 Employee ID: 050 - 41 - 0001 Appointment ID: Expiration Date: 99 / 99 / 99

Deduction Information

Type: MCU Override Amount: 50.00 Goal Amt / Installments:
 Plan: MCU Override Rate: 0.000000 Contribution to Goal:

EFT Information

Electronic Transfer: Yes No N/A
 Account Type: Savings Checking N/A
 ABA Routing #:
 Account #:
 Prenote Issue Date: / /

Recipient Information

Override Vendor: Address:
 Last Name:
 First Name: City: State:
 MI: Zip Code: Country:

UPDATE WAS SUCCESSFUL Messages Tran ID:000713006706 11:34 AM 07/13/00



AUTO-TERMINATING DEDUCTION ADJUSTMENT

You have now processed the \$75 adjustment for the employee. The next step is to establish the correct deduction so that future deduction adjustments are not necessary.

Step 1 To open the MISC from the SAM II Desktop Navigator window, click the Go To icon. Type **MISC** in the "CODE" and click the Open button.

Step 2 Populate the following fields to access the MISC transaction you need.

NAME – Inferred. The employee's full name (last name, first name, and middle initial) is displayed.

EMPLOYEE ID - Required. Enter the employee's social security number. **SEE STUDENT CARD.**

DEDUCTION TYPE – Required. Enter the appropriate code to specify the type of deduction being adjusted. Type **MCU**.

DEDUCTION PLAN – Required. Enter the code that denotes the deduction plan appropriate for the deduction type. Type **MCU**.

Select **Display: Browse Data**.

Step 3 Modify the following fields in the header to process the deduction adjustment.

EFFECTIVE DATE – Required. Enter the date the new or changed deduction takes effect. Type **FIRST DAY OF CURRENT PAY PERIOD.**

OVERRIDE AMOUNT - Conditional. Enter the dollar amount to be deducted from the employee's pay if the Deduction Plan (DPLN) window has the following information for the MCU record: Employee Override Allowed radio button is *Yes* or *Required*. Type **50**.

Step 4 Select **Process: Update**.

You have now automatically expired the old MISC transaction (the one with the \$25 deduction for MCU) by establishing a new deduction (\$50 to be deducted for MCU). You have also deducted the \$25 that was supposed to have come out of the employee's check last pay period.



DEDUCTION TYPE (DEDT)

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File Edit Display Modify Window Help

Deduction Type

Deduction Type: AFSCM Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99

Short Description: AFSCME ELIG Fringe Pay Type:

Long Description: AFSCME ELIGIBLES - UNION DUES Deduction Processing Order #: 90

Valid Input Windows: MISC 1DED Deduction Acceptance Priority #: 90

Category: AFSCM

Enforcement Options | Deduction Options

Deduction Registers

HAR4100				

Employee vs Appointment

Employee
 Appointment
 Both

Deduction Policy Rule

No Restriction
 Enforce by Type
 Enforce by Type / Plan

Permanent Deduction Allowed
 EFT Allowed
 Automatic Termination
 Include in Supplemental Pay Cycle

Employment Status: 12

Messages 7:42 PM 07/12/00



NON AUTO-TERMINATING DEDUCTION ADJUSTMENT

SCENARIO

An employee needed to have a union dues deduction withheld from his paycheck. The Deduction Type is AFSCM. He should have been set up for the Deduction Plan of L659 (which represents Local 659). The deduction for L659 is \$11.10 per pay period. Instead, he was set up for Deduction Plan L622 (which represents Local 622) which has a deduction of \$11.35 per pay period. He has been enrolled in the wrong Deduction Plan for 3 months. He has paid \$1.50 too much in union dues and needs to have his pay adjusted and his deduction plan corrected.

The first step in adjusting the deduction is to confirm that the deduction is Non Auto-Terminating. You will do this using the Deduction Type (DEDT) window.

Step 1 To open the DEDT from the SAM II Desktop Navigator window, click the Go To icon. Type **DEDT** in the "CODE" and click the Open button.

Step 2 Populate the following field to narrow your search on the DEDT window.

DEDUCTION TYPE - Required. Enter the code for the type of deduction being taken. Refer to the Deduction Type (DEDT) window for valid values. Type **AFSCM**.

Select **Display: Browse Data**.

Step 3 Review the following field on the header to confirm you have the desired deduction.

LONG DESCRIPTION – Provides a long description of the deduction type.

Step 4 Review the following field on the Enforcement Options panel to verify your deduction is Non Auto-Terminating.

AUTOMATIC TERMINATION – Confirm that Automatic Termination is checked. If it is not checked, you will need to expire the current deduction before processing an adjustment.

Step 5 Close the DEDT window.



MISCELLANEOUS DEDUCTION (MISC)

ADVANTAGE Desktop - DA420

File Edit Display Process Window Help

Miscellaneous Deductions

Name: RAY, JOHNNY Effective Date: 07 / 01 / 00
 Employee ID: 050 - 42 - 0001 Appointment ID: Expiration Date: 99 / 99 / 99

Deduction Information

Type	AFSCM	Override Amount	0.00	Goal Amt / Installments	
Plan	L 622	Override Rate	0.000000	Contribution to Goal	

EFT Information

Electronic Transfer	Account Type	ABA Routing #
<input type="radio"/> Yes	<input type="radio"/> Savings	Account #
<input type="radio"/> No	<input type="radio"/> Checking	Prenote Issue Date
<input checked="" type="radio"/> N/A	<input checked="" type="radio"/> N/A	/ /

Recipient Information

Override Vendor	Address
Last Name	City
First Name	State
MI	Zip Code
	Country

END OF SCAN Messages Tran ID: 11:36 AM 07/13/00



NON AUTO-TERMINATING DEDUCTION ADJUSTMENT

Now that you have confirmed that the deduction type is Non Auto-Terminating, 3 actions need to be taken to correct this problem:

1. The old MISC with the wrong plan needs to be expired.
2. A new MISC needs to be established for the correct plan.
3. A 1DED needs to be processed to adjust the extra \$1.50 withheld for the employee.

First, the current Miscellaneous Deductions (MISC) transaction for the employee's union dues needs to be expired.

Step 1 To open the MISC from the SAM II Desktop Navigator window, click the Go To icon. Type **MISC** in the "CODE" and click the Open button.

Step 2 Populate the following fields to access the MISC transaction you need.

NAME – Inferred. Confirm that this is the employee for whom you need to process a deduction adjustment.

EMPLOYEE ID - Required. Enter the employee's social security number. **SEE STUDENT CARD.**

TYPE – Type **AFSCM.**

PLAN – Type **L 622.**

Step 3 Select **Display: Browse Data.**

Note: Due to the use of effective dating and the MISC window tracking a history of the employee, the first record you browse on for the MISC window may not always be the record you are looking for. In these cases, use the **Display: More Data** command until you find the record with the type, plan, and dates you desire.



MISCELLANEOUS DEDUCTION (MISC)

ADVANTAGE Desktop - OA420

File Edit Display Process Window Help

Miscellaneous Deductions

Name: RAY, JOHNNY Effective Date: 07 / 01 / 00

Employee ID: 050 - 42 - 0001 Appointment ID: Expiration Date: 07 / 31 / 00

Deduction Information

Type: AFSCM Override Amount: 0.00 Goal Amt / Installments:

Plan: L 622 Override Rate: 0.000000 Contribution to Goal:

EFT Information

Electronic Transfer: Yes No N/A

Account Type: Savings Checking N/A

ABA Routing #: Account #: Prenote Issue Date: / /

Recipient Information

Override Vendor: Address:

Last Name: City: State:

First Name: Zip Code: Country:

MI:

UPDATE WAS SUCCESSFUL Messages Tran ID:000713006707 11:37 AM 07/13/00



NON AUTO-TERMINATING DEDUCTION ADJUSTMENT

Step 3 Modify the following fields in the header to expire the current deduction.

EXPIRATION DATE – Optional. Enter the last date of the pay period before the deduction adjustment is to be made. Type **LAST DAY OF THE PRIOR PAY PERIOD**.

Step 4 Now that you have expired the original deduction, you need to update the transaction.

Select **Process: Update**.

Since the MISC transaction does not require approvals, you have now successfully expired the original deduction. The next step is to establish the correct deduction and its corresponding adjustment.



MISCELLANEOUS DEDUCTION (MISC)

ADVANTAGE Desktop - OA420

File Edit Display Process Window Help

➔ [Icons]

Miscellaneous Deductions

Name: RAY, JOHNNY Effective Date: 08 / 01 / 00

Employee ID: 050 - 42 - 0001 Appointment ID: Expiration Date: 99 / 99 / 99

Deduction Information

Type: AFSCM Override Amount: 0.00 Goal Amt / Installments:

Plan: L 659 Override Rate: 0.000000 Contribution to Goal:

EFT Information

Electronic Transfer: Yes No N/A

Account Type: Savings Checking N/A

ABA Routing #: Account #: Prenote Issue Date: / /

Recipient Information

Override Vendor: Address:

Last Name: City: State:

First Name: Zip Code: Country:

MI:

UPDATE WAS SUCCESSFUL Messages Tran ID:000713006708 11:39 AM 07/13/00



NON AUTO-TERMINATING DEDUCTION ADJUSTMENT

After expiring the previous deduction, the next step is to establish the correct deduction with the correct plan on a Miscellaneous Deductions (MISC) transaction.

Step 1 Without closing the MISC window, select **Display: Browse Data** from the pull-down menus (this will ensure that you are working with a new transaction).

Step 2 Modify the following fields in the header to process the new deduction plan.

EFFECTIVE DATE – Type **FIRST DAY OF CURRENT PAY PERIOD**.

EXPIRATION DATE – Blank out these fields.

Step 3 Continue to modify the following fields in the Deduction Information section to process the deduction adjustment.

TYPE – Verify that the type is still **AFSCM**.

PLAN – Type **L 659**.

Note that the **OVERRIDE AMOUNT** field is left alone. The actual dollar amount of the deduction is established on DPLN. This field should only be used if overriding the default amount.

Step 4 Now that you have modified the deduction amount, you need to update the transaction.

Select **Process: Update**.

Step 5 Close the MISC window.

Now that you have established the correct deduction, you need to process a 1DED to adjust the \$1.50 to the employee.

ONE-TIME DEDUCTION (1DED)



ADVANTAGE Desktop - OA420

File Edit Display Process Window Help

One-Time Deduction

Name	RAY, JOHNNY		
Employee ID	050 - 42 - 0001	Appointment ID	
Agency	860	Document Number	050420001A
Deduction Type	AFSCM	Deduction Plan	L 659
Event Date	08 / 15 / 00		
Deduction Amount	9.60	Deduction Rate	0.0000
Number of Installments	0	Recycled Deduction	N
Deduction Transaction ID	One Time Transaction		

Add / Replace ID Include in Supplemental Run

Add Deduction

Replace Permanent Deduction

Navigator

UPDATE WAS SUCCESSFUL Messages Tran ID:000713000066 11:41 AM 07/13/00



NON AUTO-TERMINATING DEDUCTION ADJUSTMENT

Now, let's process the One Time Deduction (1DED) transaction to adjust the extra \$1.50 that was deducted from the employee's paychecks over the last 3 months.

Step 1 To open the 1DED from the SAM II Desktop Navigator window, click the Go To icon. Type **1DED** in the "CODE". Click the Open button and begin completing the required fields.

Step 2 Populate the following fields to process the 1DED transaction you need:

EMPLOYEE ID – **SEE STUDENT CARD.**

AGENCY – Type **860.**

DOCUMENT NUMBER – **SEE STUDENT CARD.**

DEDUCTION TYPE – Type **AFSCM.**

DEDUCTION PLAN – Type **L 659.**

EVENT DATE – Type **LAST DAY OF CURRENT PAY PERIOD.**

DEDUCTION AMOUNT – Type **9.60** (\$11.10 - \$1.50).

ADD/REPLACE ID – Select **REPLACE PERMANENT DEDUCTION.**

Note: The **DOCUMENT NUMBER** field is used to track an agency's internal 1DED numbering scheme. You may wish to browse on the employee's ID prior to performing this transaction in order to find the last document number used.

Step 3 Select **Process: Update.**

If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 3.

Step 4 Close the 1DED window.

You have now refunded the \$1.50 to the employee by deducting \$1.50 less from the new plan for this pay period.

Note: The employee and the vendor must work out the transfer of funds from the wrong local (L 622 in this case) to the right local (L 659 in this case).



DEDUCTION TYPE (DEDT)

ADVANTAGE Desktop - OA134

File Edit Display Modify Window Help

Deduction Type

Deduction Type: 200-1 Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99

Short Description: 1ST \$200 SB Fringe Pay Type: []

Long Description: 1ST \$200 DENOM SAVINGS BOND Deduction Processing Order #: 40

Valid Input Windows: SAVB 1DED [] [] [] Deduction Acceptance Priority #: 40

Category: SAVBD

Enforcement Options Deduction Options

Deduction Registers:

HAR4100	HAR4900	HAR4910	HAR4920	[]
[]	[]	[]	[]	[]

Employee vs Appointment Deduction Policy Rule Permanent Deduction Allowed

Employee No Restriction EFT Allowed

Appointment Enforce by Type Automatic Termination

Both Enforce by Type / Plan Include in Supplemental Pay Cycle

Employment Status: 12

Messages 7:50 PM 07/12/00

ADVANTAGE Desktop - OA420

File Edit Display Modify Window Help

Deduction Type

Deduction Type: 200-1 Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99

Short Description: 1ST \$200 SB Fringe Pay Type: []

Long Description: 1ST \$200 DENOM SAVINGS BOND Deduction Processing Order #: 40

Valid Input Windows: SAVB 1DED [] [] [] Deduction Acceptance Priority #: 40

Category: SAVBD

Enforcement Options Deduction Options

Deduction Goal Federal / State Marital Status Deduction Class

Not Goal Oriented No Associated Status Use Marginal Tax Tables

Goal Oriented Federal FICA Deduction

Cyclical Goal Oriented State and Local Use Alternate Rate Tables

Goal Type Recycle Deduction No Special Processing

Not Applicable Partial Deduction Report

Dollar Amount Take Partial Deduction

Installments

Messages 11:42 AM 07/13/00



GOAL ORIENTED DEDUCTION ADJUSTMENTS

SCENARIO

An employee wanted to change his savings bond deduction contribution from \$75.00 per pay period to \$50.00 per pay period. However, an error was made, and instead the deduction was changed to \$25.00 per pay period. When the employee got his paycheck, he noticed the error and contacted your office. The employee purchases a \$200 Savings Bond. You need to process a deduction adjustment for the \$25.00 not taken out of the previous paycheck, plus the \$50 that should be taken out of the current paycheck (\$75.00 total), and correct the Savings Bond deduction set-up so that \$50.00 per pay period will be deducted from his paycheck from now on.

The first step in adjusting the deduction is to verify whether the deduction is Auto-Terminating and/or Goal Oriented. You will do this using the Deduction Type (DEDT) window.

Step 1 To open the DEDT from the SAM II Desktop Navigator window, click the Go To icon. Type **DEDT** in the "CODE" and click the Open button.

Step 2 Populate the following field to narrow your search on the DEDT window.

DEDUCTION TYPE - Enter the deduction code that is being reviewed. Type **200-1**.

Select **Display: Browse Data**.

Step 3 Review the following fields on the header to confirm you have the desired deduction.

LONG DESCRIPTION – Provides a long description of the deduction type.

Step 4 Review the following fields on the Enforcement Options panel to determine whether your deduction is Auto-Terminating.

AUTOMATIC TERMINATION – Confirm that Automatic Termination is not checked.

Step 5 Review the following fields on the Deductions Option panel to determine whether your deduction is Goal Oriented.

DEDUCTION GOAL - Confirm that Goal Oriented or Cyclical Goal Oriented is selected.

Step 6 Close the DEDT window.

SAVINGS BOND DEDUCTION (SAVB)



ADVANTAGE Desktop - OA420

File Edit Display Process Window Help

➔ [Icons]

Savings Bond Deduction

Name	JACKSON, RAY		
Employee ID	050 - 43 - 0001	Appointment ID	
Effective Date	06 / 15 / 00	Expiration Date	07 / 31 / 00
Deduction Type	200-1	Deduction Plan	200-1
Deduction Amount	25.00	Deduction Rate	0.000000
Contribution to Goal	25.00		

Owner Information

Name			Social Security #	- -
Address				
City	State	Country		
Zip				

Beneficiary / Co-owner Information

Name		<input type="radio"/> Beneficiary	<input type="radio"/> Co-owner	<input checked="" type="radio"/> None
Social Security #	- -	<input type="radio"/> Estate	<input type="radio"/> Charity	<input checked="" type="radio"/> None

Navigator [Icons]

END OF SCAN Messages Tran ID: 11:44 AM 07/13/00

GOAL ORIENTED DEDUCTION ADJUSTMENTS



Now that you have confirmed that the deduction is Non Auto-Terminating and is cyclical Goal Oriented, a Savings Bond (SAVB) transaction needs to be processed to terminate the current deduction.

Step 1 To open the SAVB from the SAM II Desktop Navigator window, click the Go To icon. Type **SAVB** in the "CODE" and click the Open button and begin completing the required fields.

Step 2 Populate the following fields to access the SAVB transaction you need.

NAME – Inferred. Confirm that this is the employee for whom you need to process a deduction adjustment.

EMPLOYEE ID - Required. Enter the employee's social security number. **SEE STUDENT CARD.**

Select **Display: Browse Data.**

Note: Due to the use of effective dating and the SAVB window tracking a history of the employee, the first record you browse on for the SAVB window may not always be the record you are looking for. In these cases, use the **Display: More Data** command until you find the record with the type, plan, and dates you desire.

Step 3 Modify the following fields in the header to expire the SAVB deduction.

EXPIRATION DATE – Enter the last date of the pay period before the deduction adjustment is to be made. Type **LAST DAY OF PRIOR PAY PERIOD.**

DEDUCTION TYPE – Confirm that the type code is correct (**200-1**).

DEDUCTION PLAN - Confirm that the plan code (**200-1**) is correct for the deduction type.

SAVINGS BOND DEDUCTION (SAVB)



ADVANTAGE Desktop - OA420

File Edit Display Process Window Help

➔ [Icons]

Savings Bond Deduction

Name: JACKSON, RAY

Employee ID: 050 - 43 - 0001 Appointment ID: []

Effective Date: 06 / 15 / 00 Expiration Date: 07 / 31 / 00

Deduction Type: 200-1 Deduction Plan: 200-1

Deduction Amount: 25.00 Deduction Rate: 0.000000

Contribution to Goal: 0.00

Owner Information

Name: [] [] []

Address: [] [] [] []

City: [] State: [] Social Security #: [] - [] - []

Zip: [] - [] Country: []

Beneficiary / Co-owner Information

Name: [] Beneficiary Co-owner None

Social Security #: [] - [] - [] Recipient: Estate Charity None

Navigator [] [] []

UPDATE WAS SUCCESSFUL Messages Tran ID:000713000809 11:44 AM 07/13/00



GOAL ORIENTED DEDUCTION ADJUSTMENTS

Step 4 Modify the following fields in the header to process the deduction adjustment.

CONTRIBUTION TO GOAL – Write down the amount that has been contributed to the goal. Then type **0.00** in this field. This will zero out the contribution to goal so that you can reestablish it correctly later.

Step 5 Now that you have entered the new expiration date and zeroed out the Contribution To Goal, you need to update the transaction.

Select **Process: Update**.

You have successfully expired the current Savings Bond deduction. Remember what the Contribution to Goal was prior to this change.

GOAL ORIENTED DEDUCTION ADJUSTMENTS



Let's now establish the new Savings Bond.

Step 1 Without closing the SAVB window, select **Display: Browse Data** from the pull-down menus (This will ensure that you are working with a new transaction).

Step 2 Populate the following fields to process the SAVB transaction you need.

EFFECTIVE DATE - Enter the first date of the pay period in which the deduction adjustment is to be made. Type **FIRST DAY OF CURRENT PAY PERIOD.**

EXPIRATION DATE – Blank these fields out.

DEDUCTION AMOUNT – Type **50.**

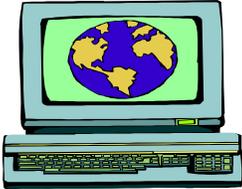
CONTRIBUTION TO GOAL – Type **THE NUMBER YOU WROTE DOWN.**

Step 3 Now that you have modified the deduction amount, you need to update the transaction.

Select **Process: Update.**

Step 4 Close the SAVB window.

You have now established the correct deduction amount for the employee. Now you need to adjust the over contribution.



ONE-TIME DEDUCTIONS (1DED)

ADVANTAGE Desktop - OA420

File Edit Display Process Window Help

One-Time Deduction

Name	JACKSON, RAY		
Employee ID	050 - 43 - 0001	Appointment ID	<input type="checkbox"/>
Agency	860	Document Number	050430001A
Deduction Type	200-1	Deduction Plan	200-1
Event Date	08 / 15 / 00		
Deduction Amount	75.00	Deduction Rate	0.0000
Number of Installments	0	Recycled Deduction	N
Deduction Transaction ID	One Time Transaction		
Add / Replace ID	<input type="checkbox"/> Include in Supplemental Run		
<input type="radio"/> Add Deduction			
<input checked="" type="radio"/> Replace Permanent Deduction			

Navigator

UPDATE WAS SUCCESSFUL Messages Tran ID:000713000067 11:47 AM 07/13/00



GOAL ORIENTED DEDUCTION ADJUSTMENTS

Now, let's adjust the over contribution by processing a One Time Deduction (1DED) transaction.

Step 1 To open the 1DED from the SAM II Desktop Navigator window, click the Go To icon. Type **1DED** in the "CODE". Click the Open button and begin completing the required fields.

Step 2 Populate the following fields to process the 1DED transaction you need:

EMPLOYEE ID – **SEE STUDENT CARD.**

AGENCY – Type **860.**

DOCUMENT NUMBER – **SEE STUDENT CARD.**

DEDUCTION TYPE – Type **200-1.**

DEDUCTION PLAN – Type **200-1.**

EVENT DATE – Type **LAST DAY OF CURRENT PAY PERIOD.**

DEDUCTION AMOUNT – Type **75.**

ADD/REPLACE ID – Select **REPLACE PERMANENT DEDUCTION.**

Note: The **DOCUMENT NUMBER** field is used to track an agency's internal 1DED numbering scheme. You may wish to browse on the employee's ID prior to performing this transaction in order to find the last document number used.

Step 3 Select **Process: Update.**

If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 3.

Step 4 Close the 1DED window.

You have made the adjustment needed for the employee.



ACTIVITY

1. What settings do you need to verify before you process an adjustment for an employee?
2. If a certain deduction type that you need to adjust is a Non Auto-Terminating, what action do you need to take before changing the employee to the correct deduction type?