

## CHAPTER 6 – MANAGE DEDUCTIONS

101	Introduction
102	Functions of Deduction Entry Screen
103	ERA Deductions
104	SGH Deductions
105	ICI Deductions
106	Ind & Fam Deductions
107	SGL Deductions
108	TSA Deductions
109	UW Employees Inc Life Insurance Deductions
110	UIA Deductions
111	May Multiple Insurance Deductions

### 101 Introduction

This chapter discusses how to add, change and terminate benefit plan deductions.

There is a Deduction Listing that contains information on all deductions taken from payroll not just benefit plan deductions. The listing contains information on when the deductions are taken, from what payrolls the deductions are taken and what system is used to enter the information. Click on this link to see this listing on the web: [Deductions Listing](#).

There are very few edits in the legacy system and therefore caution must be used when entering information into the deduction entry screen. After entering a deduction using DDEN, it is recommended that the IDED screen be accessed and checked to ensure that the correct amount, effective date, etc. was entered on the correct employee's record. This serves as an audit of the entry process.

From many of the screens in 3270, the deduction entry screen (DDEN) can be accessed as the system has "transaction switching" allowing to move from one transaction to another.

For example if in the deduction inquiry screen (IDED), with the cursor blinking at the top of the screen, simply enter:

DDEN/employee's ssn or pid/the deduction code of the deduction to be entered, the press enter. The system populates the employee's name, person id and social security number from other records in the legacy system and the deduction code and the deduction name are populated from a control table in the legacy system.

102 **General Information – Deduction Entry Screen**

To start, stop or change a benefit plan deduction, the 3270 DDEN transaction is used. To transaction can be accessed from most 3270 screens by entering DDEN then a space, then the employee's social security number or person ID and then the deduction code that you are intending to start, stop or change.

The screen displayed will look different depending upon the deduction code that you are starting, stopping or changing as each deduction code requires different information. The following pages explain how DDEN functions for each benefit plan deduction code and what is required to start, stop or change information.

**General Instructions for DDEN:**

NEXT SSN: <b>8</b>				
<b>1</b>	333-33-3333	DOE, JANE	K	00000011
<b>2</b>	301	ERA MEDICAL		
<b>3</b>	.....		DEDUCTION AMOUNT	
<b>4</b>	MM-YY		EFFECTIVE DATE	
<b>5</b>	..		# OF PAYMENTS	
<b>6</b>	.....		ADJUSTMENT AMOUNT	
<b>7</b>	..		# OF ADJUSTMENTS	
			...	...
			...	NXT
				...
		<b>9</b>	=-1	=1
			/HOLD	/EXIT
				=+0
				...

ITEM	TITLE	DESCRIPTION
1	<b>SSN/NAME/PID</b>	When DDEN opens employee's identifying data is populated including social security number, name and person ID.
2	<b>DEDUCTION CODE/PLAN</b>	When DDEN opens up the Deduction Code and Deduction Name is populated from a control table.
3	<b>DEDUCTION AMOUNT</b>	Each DDEN Screen has a field for the Deduction Amount. Entry in this field must include the dollars, cents and include the decimal point. Do not enter a dollar sign.
4	<b>EFFECTIVE DATE</b>	<p>Every DDEN screen requires an Effective Date. It could be the effective date of the Start of the Deduction, the effective date of the Change in the deduction or the effective date of the stopping of the Deduction.</p> <p>This field holds the payroll month and year that the transaction is to be effective. For example, if you want a deduction to start in August 2009 enter: 08/09.</p> <p>If you want a deduction to be taken in August 2009 and then stop, enter 08/09 as well.</p> <p>If the date on which the deduction entry is being started, stopped or changed is being created is past the "monthly maintenance edit deadline" for the current month, the system will not accept a month and year in this date field. Therefore, it is required to enter the word TODAY.</p> <p>When starting, stopping or changing a deduction it is recommended that the Month and Year always be entered instead of TODAY and that TODAY only be used when the system will not accept a month and year.</p> <p>The Monthly Maintenance date can be found on the Payroll Calculation Schedule.</p>
5	<b># OF PAYMENTS</b>	<p>There are some types of deductions that require a number of payments. For example the Employee Reimbursement Account plan. Not every DDEN screen uses this feature.</p> <p>To establish the number of payments or number of times that this deduction will be taken in the current year, calculate the number of payrolls remaining in the year to ensure that the correct amount is deducted.</p> <p>When deductions are taken for benefit plans with this feature, note that the "number remaining" that appears on IDED the Inquiry to the employee's deductions will decrease each time another deduction is taken.</p>
6	<b>ADJUSTMENT AMOUNT</b>	For some deductions, it may require taking additional amounts in order to catch-up on the outstanding contributions or premiums. Therefore, this field allows for enter of an adjustment amount.

		<p>Entry in this field must include the dollars, cents and include the decimal point. Do not enter a dollar sign.</p> <p>If an adjustment amount is entered here, there must be a # of Adjustments completed in the next field.</p>
<b>7</b>	<b># OF ADJUSTMENTS</b>	<p>If an adjustment amount is to be taken on more than one payroll check, enter the number of times the adjustment amount should be deducted. Example, 02 in this field would mean that the adjustment amount would be taken from 2 payroll checks.</p> <p>If an adjustment amount is entered, there must be a number entered in the # of Adjustment field.</p>
	<b>ENTER</b>	<p>Press enter when all fields that are needed have been entered.</p> <p>A message will appear indicating the record was added.</p> <p>Asterisks will appear to the right of field(s) that need correcting.</p> <p>Make corrections and press Enter again.</p>
<b>8</b>	<b>NEXT SSN</b>	<p>To facilitate entering the <b>same deduction</b> for another employee, at the top of the screen enter the social security number of the next employee, hit enter and a blank screen will open for entering the next employee's information.</p> <p>To facilitate entering a <b>different deduction</b> for the same employee, enter the social security number, the cursor will move to the deduction code entry field, enter the deduction code that you want to enter and then hit enter. The next deduction code for this employee can then be entered.</p>
<b>9</b>	<b>FUNCTION KEYS</b>	<p>Press pf 11 to exit the transaction.</p>

**Eliminating (killing) a DDEN entered in error:**

The DDEN transaction will permit the user to permanently delete a deduction record through the use of the KILL function. The system will NOT allow a deduction to be KILLED once there has been a monthly deduction taken.

**Use of KILL:**

To correct a deduction entered in error.

To eliminate a pending deduction if an employee terminated.

To KILL a DDEN Record, perform the following tasks (see sample below):

- Enter DDEN
- Enter a space
- Enter the employee SSN or Person ID
- then a forward slash "/", no space
- then the Deduction Code, no space
- then another forward slash "/", no space
- then the word KILL
- Press Enter.

```
DFS058I 08:22:04 EXIT COMMAND COMPLETED
```

```
dden 0000000/414/KILL
```

```
PSWD CHG ... ..  
SIGNON SIGNOFF AVAL  
=-1 =+1 =1  
/RELEASE /EXIT ...
```



**Add, Change or Terminate an ERA Deduction**

Enter DDEN (space) SSN or PID/Deduction Code

```

NEXT SSN:   10

 1      333-33-3333      DOE, JANE E      00000001
 2      300              ERA DEPENDENT CARE      01-05-96

 3      .....          52.50          DEDUCTION AMOUNT
 4      MM-YY              EFFECTIVE DATE
 5      ..                25          # OF PAYMENTS
 6      .....          ADJUSTMENT AMOUNT
 7      ..                # OF ADJUSTMENTS
 8      .                ACTIVE      RECORD STATUS A-I
 9      +.....          52.50          YEAR-TO-DATE AMT

                                     ...      ...      NXT
                                     11      ...      ...
                                     =-1     =1      =+0
                                     /HOLD   /EXIT   ...
    
```

ITEM	TITLE	DESCRIPTION
1	<b>SSN/NAME/PID</b>	Identifies SSN, name and PID of employee selected.
2	<b>DEDUCTION CODE/PLAN</b>	Identifies Deduction Code and Plan selected.
3	<b>DEDUCTION AMOUNT</b>	<p><b>Add:</b> Enter deduction amount, include dollars and cents including decimal point. Do not enter a dollar sign.</p> <p><b>Change:</b> Once a deduction amount is taken or set up to be taken, the amount field is blank allowing entry of a new amount.</p> <p><b>Terminate:</b> To terminate this deduction nothing is needed in this field.</p>
4	<b>EFFECTIVE DATE</b>	<p><b>Add:</b> Enter payroll month and year the first deduction is to be taken. Example: August 2009 enter: 08/09.</p> <p><b>Change:</b> Enter payroll month and year the deduction is to be changed.</p> <p><b>Terminate:</b> Enter the payroll month and year the deduction is to be terminated. Note if entering 08/09, a deduction will be taken in the Month of September.</p> <p><b>Note:</b> If the system will not allow you to enter a payroll month</p>

		<p>and year, it means that the date the entry is being made is beyond the "monthly maintenance edit deadline" date. You must then use the word "today" in this field in order to enter, change or terminate a deduction. See the payroll calculation schedule for the date this maintenance is processed.</p> <p>When adding, changing or terminating a deduction it is recommended that the Month and Year always be entered instead of TODAY. TODAY should only be used when the system will not accept a month and year.</p>
5	<b># OF PAYMENTS</b>	<p>Note: Before adding or changing an ERA deduction, it is important to determine the number of payroll checks that an employee will receive in the remainder of the calendar year.</p> <p><b>Add:</b> Enter the number of times this deduction is to be taken from the employee's pay check.</p> <p><b>Change:</b> Enter the number of times this new or changed amount is to be deducted from the employee's pay check. A change may be required if an employee goes from a 26 pay to a 12 pay position, a Change in Status was approved, a payroll deduction was missed, etc.</p> <p><b>Terminate:</b> Nothing is entered in this field to terminate an ERA deduction.</p>
6	<b>ADJUSTMENT AMOUNT</b>	<p><b>Add:</b> Enter the adjustment amount to be taken from the employee's pay check, if any. It is rare that an adjustment is taken for ERA.</p> <p><b>Change:</b> Enter the adjustment amount if changing the ERA deduction and catch-up deductions must be taken, for example when an employee misses a payroll deduction for ERA Dependent Care.</p> <p><b>Terminate:</b> Nothing is entered in this field to terminate an ERA deduction.</p>
7	<b># OF ADJUSTMENTS</b>	<p><b>Add:</b> Enter the number of adjustments to be taken from the employee's pay check, if any. It is rare that an adjustment is taken for ERA. Example: 01 means the adjustment amount will be taken from One payroll check and then automatically stop.</p> <p><b>Change:</b> Enter the number of adjustments to be taken.</p> <p><b>Terminate:</b> Nothing is entered in this field to terminate an ERA deduction.</p>
8	<b>Record Status</b>	<p><b>Add:</b> Nothing needs to be entered in this field when adding a deduction record for ERA. Once a deduction record has been entered and accepted by the system, this field will be populated with an "A" meaning Active.</p> <p><b>Change:</b> Nothing needs to be entered in this field when</p>

		<p>changing a deduction record for ERA unless changing a record from "I" Inactive to "A" Active. If the record was Inactive, enter an "A" on this line and it will be activated.</p> <p><b>Terminate:</b> Enter "I" to inactivate (stop) the deduction from being taken.</p>
9	YEAR TO DATE AMT	<p>Nothing needs to be added in this field when <b>adding, changing or terminating</b> a deduction.</p> <p>This column displays the total amount deducted in the current paid year. Do not change this amount.</p> <p><b>Note:</b> If for some reason, a deduction that was taken was refunded, this year-to-date amount does <b>not</b> reflect the refund.</p>
	ENTER	<p>Press enter when all fields that are needed have been entered.</p> <p>A message will appear indicating the record was added.</p> <p>Asterisks will appear to the right of field(s) that need correcting.</p> <p>Make corrections and press Enter again.</p>
10	NEXT SSN	<p>To facilitate entering the <b>same deduction</b> for another employee, at the top of the screen enter the social security number of the next employee, hit enter and a blank screen will open for entering the next employee's information.</p> <p>To facilitate entering a <b>different deduction</b> for the same employee, enter the social security number, the cursor will move to the deduction code entry field, enter the deduction code that you want to enter and then hit enter. The next deduction code for this employee can then be entered.</p>
11	FUNCTION KEYS	Press pf 11 to exit the transaction.