

PS9002 – Deduction Table

Required table. Maintained by SBCTC-ITD and colleges.

Use this screen to create and maintain deduction codes. A deduction code is used to process payroll (after-tax) deductions or (before-tax) reductions, to make vendor payments, and to record proper accounting entries.

For deduction codes 001-399, the Add (A), Change (C), and Delete (D) functions are protected. To request that a deduction code in this range be added, changed, or deleted, submit a Deduction Table (PS9002) Update Form (see Appendix D of the PPMS Control Tables manual for sample request forms).

Using the fields on this screen, you can specify how Payroll Processing uses a deduction code. For example, you can define a deduction code by:

- Specifying whether it is used for employer contributions, employee deductions, or employee reductions.
- Specifying whether an employee reduction should reduce federal tax, state tax, Social Security, and/or Medicaid.
- Identifying the biweekly, weekly, and/or semimonthly schedule on which the deduction is paid.
- Entering the deduction amount or percentage, the deduction maximum, and the deduction minimum.
- Identifying a vendor for electronic fund transfers (EFT).
- Selecting a deduction calendar for taking multiple deductions for active employees not working, such as instructors on quarter breaks.
- Indicating whether a deduction is taken only if an employee is working.
- Indicating whether the code can be used to set up a declining balance deduction (a deduction with a limit), such as a garnishment.
- Indicating whether a deduction amount should be suspended and paid later if there is currently insufficient net pay to take the deduction.

For a complete listing of the Deduction Code Table, run DataExpress procedure PS9002R and PS9002R2 (from Inform group and PLIB account).

User Functions and Key Fields

FUNC	For deduction codes 400 and greater: Add (A), Change (C), Delete (D), and Inquire (I)
KEY1	Enter a Deduction Code
KEY2	Leave blank
KEY3	Leave blank

Data Field List

Deduction Code (Key1)	Rvsn Date (display only)
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Deduction Title (entry required)	Minimum Deduction
Deduction Type (entry required for codes 400 and above)	Maximum Deduction
Fed (display only for codes 001-399)	Min/Max Per
St (display only for codes 001-399)	Previous Minimum
OASI (display only for codes 001-399)	Previous Maximum
Deduction Class (entry required for codes 400 and above)	Deduction Calendar
Deduction Stat (entry required)	Deduction Work Ind (entry required)
Related Deduction (display only for codes 001-399)	Stop at Separation (entry required)
Balance Update Ind (entry required for codes 400 and above)	Declining Bal Ind (entry required)
Bi Weekly Schd (entry required for codes 400 and above)	Suspended Ded Ind (entry required)
Weekly Schd (entry required for codes 400 and above)	YTD Print Ind (entry required)
Semi Mo Schd (entry required for codes 400 and above)	Vendor Num
Deduction Base (display only for codes 001-399)	Payment Method (entry required)
Calculation Routine (display only for codes 001-399)	Vendor Pymt Schd (entry required)
Calculation Ind (entry required for codes 400 and above)	Trns Cd (entry required)
Vendor Rpt Ind (entry required for codes 400 and above)	Appr Indx
EFT Vendor (display only)	Prg Index
Days of Float (display only for codes 001-399)	Org Indx
Ded Amt/Pct (display only for codes 001-399)	Subj
Ded Amt/Typ (entry required for codes 400 and above)	SSobj
Effective Date (display only for codes 001-399)	SrcRev
Prev Amt/Pct (display only for codes 001-399)	Reim Cd
Full/Part Ded (entry required for codes 400 and above)	Trns Rvrs

Deduction Code (DED-CD)

Definition	<p>Key1 field. A code identifying a plan, benefit, or function that is paid for by payroll deduction. Deduction codes fall into two broad classes: Deduction codes 001-399 are defined by SBCTC-ITD. Deduction codes 400-999 are defined by colleges and are used to add, change, or delete miscellaneous deductions that are unique to the college.</p> <p>For a complete listing of the Deduction Code Table, run DataExpress procedure PS9002R and PS9002R2 (from Inform group and PLIB account).</p>
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Deduction Title (DED-TITLE)

Definition	Entry required. The descriptive title of a deduction. This title is used for identifying the deduction on reports and paycheck stubs.
Length	16 characters

Deduction Type (DED-TYP)

Definition	Display only for deduction codes 001-399; entry required for codes 400 and above. A system-defined code identifying whether a deduction is an employer contribution, employee deduction, or employee reduction.
Values	Defined by SBCTC-ITD as follows: C Employer contribution D Employee deduction R Employee reduction

Federal Tax Gross Reduction Indicator (FED-RED-IND)

Definition	Display only for deduction codes 001-399. A code used when the deduction type is a reduction, indicating if the reduction affects the federal taxable gross.
Values	Defined by SBCTC-ITD as follows: N or blank No, does not reduce federal taxable gross Y Yes, does reduce federal taxable gross
Edits	If the Deduction Type is R (employee reduction), the Federal Tax Gross Reduction Indicator must be Y (yes). If the Deduction Type entry is C (employer contribution) or D (employee deduction), the Federal Tax Gross Reduction Indicator field must be N (no) or be blank.

State Tax Gross Reduction Indicator (ST-RED-IND)

Definition	Display only for deduction codes 001-399. A code used when the deduction type is a reduction, indicating if the reduction affects the state taxable gross. ⁹
Values	Defined by SBCTC-ITD as follows: N or blank No, does not reduce state taxable gross Y Yes, does reduce state taxable gross
Edits	If the Deduction Type is C (employer contribution) or D (employee deduction), the State Tax Gross Reduction Indicator must be N (no) or blank.

OASI Tax Gross Reduction Indicator (OASI-RED-IND)

Definition	Display only for deduction codes 001-399. A code used when the deduction type is a reduction, to indicate if the reduction affects the OASI taxable gross.
Values	Defined by SBCTC-ITD as follows:

	N or blank Y	No, does not reduce OASI taxable gross Yes, does reduce OASI taxable gross
Edits	If the Deduction Type field contains C (employer contribution) or D (employee deduction), this (OASI Tax Gross Reduction Indicator) field must contain N (no) or be blank.	

Deduction Classification (DED-CLASS)

Definition	Display only for deduction codes 001-399; entry required for codes 400 and above. A code identifying the classification of a deduction.
Values	Defined by SBCTC-ITD as follows: C TIAA/CREF I Insurance M Miscellaneous R Retirement T Tax

Deduction Status (DED-STAT)

Definition	Entry required. A code identifying whether a deduction code is active or inactive. You can assign an Inactive status to any deduction code that your college is not using or wants to discontinue. If a deduction code is inactive, it cannot be used on payroll or employee forms. Inactive deduction codes will not be printed on the DataExpress report for the Deduction Table (PS9002R) if A (active deduction codes) is entered when the procedure is run. Note: A deduction code and its Related Deduction/ Contribution must have the same deduction status.
Values	Defined by SBCTC-ITD as follows: A Active I Inactive

Related Deduction/Contribution (RELATE-DED)

Definition	Display only for deduction codes 001-399. A code identifying a paycheck deduction related to the primary deduction code (in the Deduction Code field). Enter a related deduction code in this field if one of the following conditions exist: The primary deduction has a related employer contribution that should be processed simultaneously. -OR- The primary deduction itself is an employer contribution that has a related deduction. If there is no related deduction/contribution, leave this field blank.
Length	3 characters

Edits	The related deduction code must exist on the Deduction Table and have a deduction status of A (Active).
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Balance Update Indicator (BAL-UPD-IND)

Definition	Display only for deduction codes 001-399; entry required for codes 400 and above. A code indicating when to update an hour or a dollar balance and when to zero out the balance.
Values	Defined by SBCTC-ITD as follows: C Update based on check date P Update based on pay period end date
Edits	If the Deduction Type is R (employee reduction), the Balance Update Indicator must be C (update based on check date).

Bi-Weekly Deduction Schedule (BI-WEEKLY-SCHD)

Definition	Display only for deduction codes 001-399; entry required for codes 400 and above. A code identifying the biweekly payrolls on which a deduction or contribution should be taken.
Values	Defined by SBCTC-ITD as follows: A Process deduction on all payrolls. B Process deduction on all payrolls, except the third payroll in a month. 1 Process deduction on first payroll only. 2 Process deduction on second payroll only.

Weekly Deduction Schedule (WEEKLY-SCHD)

Definition	Display only for deduction codes 001-399; entry required for codes 400 and above. A code identifying the weekly payrolls on which a deduction or contribution should be taken.
Values	Defined by SBCTC-ITD as follows: A Process deduction on all payrolls. B Process deduction on all payrolls, except the fifth payroll in a month. F Process deduction on the first and second payrolls. S Process deduction on the second and fourth payrolls. 1 Process deduction only on the first payroll. 2 Process deduction only on the second payroll. 3 Process deduction only on the third payroll. 4 Process deduction only on the fourth payroll.

Semimonthly Deduction Schedule (SEMI-MO-SCHD)

Definition	Display only for deduction codes 001-399; entry required for codes 400 and above. A code identifying the semimonthly payrolls on which a deduction or
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	contribution is to be taken.
Values	Defined by SBCTC-ITD as follows: A Process deduction on all payrolls. 1 Process deduction on the first payroll only. 2 Process deduction on the second payroll only.

Deduction Gross

Definition	A code identifying the base to be used for calculating a deduction if it is not a fixed amount.	
Values	Defined by SBCTC-ITD as follows: Blank Fixed amount B Regular pay gross D Deferred compensation gross H Total hours worked M Medical aid hours O OASI gross P Supplemental retirement gross R Retirement gross S State gross T Total gross W Federal withholding tax gross	
Edits	If Deduction Amount Type is: P (percentage) H (rate times hours base) F (fixed amount)	Deduction Gross must be: B, D, O, P, R, S, T, or W H or M blank

Deduction Calculation Routine (DED-CALC-RTN)

Definition	Display only for deduction codes 001-399. A code defined by SBCTC-ITD identifying the calculation to be used for processing a deduction. This field is currently not being used.
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Deduction Calculation Indicator (DED-CALC-IND)

Definition	Display only for deduction codes 001-399; entry required for codes 400 and above. A code indicating the method used to initiate a deduction calculation.
Values	Defined by SBCTC-ITD as follows: 1 Initiated by specific indicators in the Employee database. 2 Initiated by entry of a deduction code on the Miscellaneous Deduction Screen (PS0006). 3 Initiated by calculation from information on the Deduction Table (PS9002), making the deduction mandatory for all employees.

Vendor Report Indicator (VNDR-RPT-IND)

Definition	Display only for deduction codes 001-399; entry required for codes 400 and above. A code indicating whether special reporting is done for the vendor each payroll schedule.
Values	Defined by SBCTC-ITD as follows: N or blank No, special reporting is not done. Y Yes, special reporting is done.

EFT Vendor Identification (EFT-VNDR)

Definition	Display only for deduction codes 001-399. A code assigned to each vendor for whom an electronic fund transfer (EFT) is processed.
Edits	The EFT vendor identification code must exist on the EFT Vendor Table (PS9032).

Days of Float (DAYS-OF-FLOAT)

Definition	Display only for deduction codes 001-399. The number of calendar days (0-9) after the check date for a payroll schedule when the electronic fund transfer to a vendor's bank is to occur.
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Deduction Amount/Percent (DED-AMT-PCT)

Definition	The default deduction amount or percentage to be taken for a specific deduction code. Whether the value of this field is an amount or a percentage is determined by the Deduction Amount Type field. You can override the value for the Deduction Amount/Percent field for an employee by entering a deduction on the Miscellaneous Deduction Screen (PS0006).
Length	8 digits, including three decimal places
Format	99999.999
Edits	If the Deduction Calculation Indicator is 3 (mandatory for all employees), a value must be entered in this field

Deduction Amount Type (DED-AMT-TYP)

Definition	Entry required. A code identifying the type of the deduction amount in the Deduction Amount/Percent field.
Values	Defined by SBCTC-ITD as follows: F Fixed amount H Rate to be multiplied by the stated hours base P Percentage
Edits	If a value is entered in the Deduction Amount/Percent field, the Deduction Amount/Type field is required.

Deduction Rate Effective Date (DED-RATE-EFF)

Definition	The date on which the current deduction amount/percentage, deduction minimum, and deduction maximum are first effective.
Length	6 digits
Format	mmddyy (for example, 061202)
Edits	If a value is entered in the Previous Deduction Amount/Percent field, then a value must be entered in the Deduction Rate Effective Date field.

Previous Deduction Amount/Percent (PREV-AMT-PCT)

Definition	The deduction amount or percentage that was in effect for the deduction code before the current rate became effective.
Length	8 digits, including three decimal places
Format	99999.999

Full/Partial Deduction Indicator (FULL-PART-DED)

Definition	A code indicating whether a partial deduction can be taken if the employee does not have enough net pay to cover the total amount due or whether full deductions are always required.
Values	Defined by SBCTC-ITD as follows: F Full deductions are required P Partial deductions are allowed

Revision Date

Definition	Display only. A date generated by the system identifying when the last change was made on this table.
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Deduction Minimum (DED-MIN)

Definition	The minimum amount that can be deducted each month for a specific deduction.
Length	7 digits, including two decimal places
Format	99999.99
Edits	The Deduction Minimum entry must not be greater than the Deduction Maximum entry. If the Deduction Amount Type entry is F (fixed amount), then a value cannot be entered in the Deduction Minimum field.

Deduction Maximum (DED-MAX)

Definition	The maximum amount that can be deducted each month for a specific deduction.
Length	7 digits, including two decimal places
Format	99999.99

Edits	If the Deduction Amount Type entry is F (fixed amount), then a value cannot be entered in the Deduction Maximum field.
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Deduction Minimum/Maximum Period (MIN-MAX-PER)

Definition	A code indicating the time period for which a minimum or maximum deduction is specified.
Values	Defined by SBCTC-ITD as follows: M Month P Pay Period Q Quarter Y Calendar year
Edits	If the Deduction Minimum and Deduction Maximum fields are left blank, a value cannot be entered in the Deduction Minimum/Maximum Period field.

Previous Deduction Minimum (PREV-DED-MIN)

Definition	The deduction minimum that was in effect before the current deduction minimum became effective.
Length	7 digits, including two decimal places
Format	99999.99
Edits	The Previous Deduction Minimum entry cannot be greater than the Previous Deduction Maximum entry. If the Deduction Amount Type entry is F (fixed amount), a value cannot be entered in the Previous Deduction Minimum field.

Previous Deduction Maximum (PREV-DED-MAX)

Definition	The deduction maximum that was in effect before the current deduction maximum became effective.
Length	7 digits, including two decimal places
Format	99999.99
Edits	If the Deduction Amount Type entry is F (fixed amount), a value cannot be entered in the Previous Deduction Maximum field.

Deduction Calendar Code (DED-CAL-CD)

Definition	A code identifying a nonstandard deduction schedule, on which multiple deductions are taken on some payroll schedules and zero deductions are taken on other payroll schedules.
Length	2 characters
Edits	The deduction code must be on the Deduction Calendar Table (PS9017).

Deduction Work Indicator (DED-WORK-IND)

Definition	Entry required. A code indicating whether a deduction should be taken if an
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	employee is not working.
Values	<p>Defined by SBCTC-ITD as follows:</p> <p style="padding-left: 40px;">N No, take the deduction only if the employee is working.</p> <p style="padding-left: 40px;">Y Yes, always attempt to take a deduction if the employee is not separated.</p>

Deduction Stop Indicator (DED-STOP-IND)

Definition	Entry required. A code indicating the whether the deduction should be taken if an employee is not working.
Values	<p>Defined by SBCTC-ITD as follows:</p> <p style="padding-left: 40px;">N No, do not stop deduction at separation.</p> <p style="padding-left: 40px;">Y Yes, stop deduction at separation.</p>

Declining Balance Indicator (DECLIN-BAL-IND)

Definition	Entry required. A code indicating whether a deduction has a declining balance. A deduction with a declining balance is a deduction (defined by your college) with a total. For an employee assigned this deduction code, this total is decreased by each deduction until zero is reached, stopping the deduction. A typical deduction with a declining balance is a garnishment.
Values	<p>Defined by SBCTC-ITD as follows:</p> <p style="padding-left: 40px;">N No, the deduction does not have a declining balance.</p> <p style="padding-left: 40px;">Y Yes, the deduction has a declining balance.</p>

Suspended Deduction Indicator (SUSP-DED-IND)

Definition	Entry required. A code indicating whether a deduction amount should be suspended until the employee's next paycheck if there is insufficient net pay to take the deduction.
Values	<p>Defined by SBCTC-ITD as follows:</p> <p style="padding-left: 40px;">N Do not suspend deduction.</p> <p style="padding-left: 40px;">R Suspend the deduction as a receivable to the college.</p> <p style="padding-left: 40px;">S Suspend the deduction and take it when the employee is next paid.</p>

Year-to-Date Print Indicator (YTD-PRNT-IND)

Definition	Entry required. A code indicating whether the year-to-date balance for a deduction code should be printed on employee pay stubs.
Values	Defined by SBCTC-ITD as follows:

	N No, do not print the year-to-date balance on employee pay stubs.
	Y Yes, print the year-to-date balance on employee pay stubs.

Vendor Number (VNDR-NUM)

Definition	A code identifying a particular vendor.
Length	9 characters
Edits	The vendor number must be on the FMS Vendor Table (MM2001). If the value of the Deduction Payment Method is 1 (check) or 3 (EFT), a value must be entered in the Vendor Number field unless the Deduction Code entry is for Deferred Compensation Plan I or II.

Deduction Payment Method (DED-PYMT-METH)

Definition	Entry required. A code identifying the method of payment or accounting for a deduction.						
Values	Defined by SBCTC-ITD as follows: <table style="margin-left: 40px;"> <tr> <td>1</td> <td>Produce a check to pay the vendor.</td> </tr> <tr> <td>2</td> <td>Produce a journal voucher using the account number.</td> </tr> <tr> <td>3</td> <td>Send an EFT (Electronic Funds Transfer) payment to the vendor's bank account.</td> </tr> </table>	1	Produce a check to pay the vendor.	2	Produce a journal voucher using the account number.	3	Send an EFT (Electronic Funds Transfer) payment to the vendor's bank account.
1	Produce a check to pay the vendor.						
2	Produce a journal voucher using the account number.						
3	Send an EFT (Electronic Funds Transfer) payment to the vendor's bank account.						
Edits	If the Deduction Payment Method entry is 3 (EFT), a value must be entered in the EFT Vendor Identification field. If the EFT Vendor Identification field is blank, the Deduction Payment Method entry cannot be 3 (EFT).						

Vendor Payment Schedule (VNDR-PYMT-SCHD)

Definition	Entry required. A code indicating when and how often a payment to a vendor should be processed.								
Values	Defined by SBCTC-ITD as follows: <table style="margin-left: 40px;"> <tr> <td>I</td> <td>Immediately, on the check date for every payroll schedule</td> </tr> <tr> <td>M</td> <td>Once a month on the date listed on the Vendor Payment Table (PS9044)</td> </tr> <tr> <td>Q</td> <td>24th of month following the last day of quarter of pay end date</td> </tr> <tr> <td>S</td> <td>Semimonthly on the 10th and 25th</td> </tr> </table>	I	Immediately, on the check date for every payroll schedule	M	Once a month on the date listed on the Vendor Payment Table (PS9044)	Q	24th of month following the last day of quarter of pay end date	S	Semimonthly on the 10th and 25th
I	Immediately, on the check date for every payroll schedule								
M	Once a month on the date listed on the Vendor Payment Table (PS9044)								
Q	24th of month following the last day of quarter of pay end date								
S	Semimonthly on the 10th and 25th								
Edits	The combination of a vendor payment schedule and a specific number of days of float must be on the Vendor Payment Table (PS9044) if all of the following conditions are true on the Deduction Table: The Deduction Payment Method is 1 (check) or 3 (EFT). -AND- The Vendor Payment Schedule is not I (immediate). -AND- The Days of Float entry is greater than zero.								

Transaction Code (DA-TRNS-CD)

Definition	Entry required. A code identifying the type of transaction being entered into the accounting system.
Length	3 characters
Values	For a complete list of transaction codes, run DataExpress procedure GA1093R (from Inform group, PLIB account).
Edits	The transaction code must have an active status on the FMS Transaction Code Table (GA1093).

Appropriation Index (DA-APPR-INDX)

Definition	A code identifying a specific combination of fund and appropriation.
Length	3 characters
Values	For a complete list of appropriation index/program index combinations, run DataExpress procedure GA1061R (from Inform group, PLIB account).
Edits	<p>The appropriation index/program index must be a valid combination and be active on the FMS Appropriation Index/Program Index Table (GA1061).</p> <p>If an appropriation index is required for the transaction code, an appropriation index must be entered. If an appropriation index is not allowed for the transaction code, one should not be entered.</p>

Program Index (DA-PRG-INDX)

Definition	A code identifying a specific combination of program, subprogram, and activity.
Length	3 characters
Values	For a complete list of program index/organization index combinations, run DataExpress procedure GA1062R (from Inform group, PLIB account).
Edits	<p>The program index/organization index must be a valid combination and have an active status on the FMS Program Index/Organization Table (GA1062).</p> <p>The appropriation index/program index must be a valid combination and be active on the FMS Appropriation Index/Program Index Table (GA1061).</p> <p>If a program index is required for the transaction code, a program index must be entered. If a program index is not allowed for the transaction code, one should not be entered.</p>

Organization Index (DA-ORG-INDX)

Definition	A code identifying a unique combination of campus, division, department, cost center, project number, subproject, project phase, grant/contract number, county, and city/town.
Length	4 characters
Values	For a complete list of program index/organization index combinations, run DataExpress procedure GA1062R (from Inform group, PLIB account).
Edits	The program index/organization index must be a valid combination and have an

	<p>active status on the FMS Program Index/Organization Index Table (GA1062).</p> <p>If an organization index is required for the transaction code, an organization index must be entered. If an organization index is not allowed for the transaction code, one should not be entered.</p>
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Subobject (DA-SOBJ)

Definition	<p>A code identifying expenditures according to the category of the goods or services received in the transaction.</p> <p>On the Deduction Table (PS9002), the subobject code is used for classifying vendor expenditures.</p>
Length	2 characters
Values	For a complete list of subobject codes, run DataExpress procedure GA1011 (from Inform group, PLIB account).
Edits	<p>The subobject code must be valid and have an active status on the Subobject Table (GA1011).</p> <p>If a subobject code is required for the transaction code, a subobject code must be entered. If a subobject code is not allowed for the transaction code, one should not be entered.</p>

Sub-Subobject in Ded-Acct-Cd

Definition	A code identifying a further classification of object of expenditures relating to particular items or item categories.
Length	4 characters
Values	For a complete list of sub-subobject codes, run DataExpress procedure GA1012 (from Inform group, PLIB account).
Edits	If used, the combination of subobject and sub-subobject must be valid and have an active status on the FMS Sub-Subobject Table (GA1012).

Source of Revenue (DA-SRC-REV)

Definition	A code identifying the major group and related major sources for revenue transactions.
Length	4 characters
Values	For a complete list of source of revenue codes, run DataExpress procedure GA1035 (from Inform group, PLIB account).
Edits	<p>The source of revenue code must exist and have an active status on the FMS Major Source Table (GA1035).</p> <p>If a source of revenue code is required for the transaction code, a source of revenue code must be entered. If a source of revenue code is not allowed for the transaction code, one should not be entered.</p>

Reimbursable Code (DA-REIM-CD)

Definition	A code identifying the reimbursable code for the transactions for a deduction.
Length	2 characters
Values	For a complete list of reimbursable codes, run DataExpress procedure GA1075 (from Inform group, PLIB account).
Edits	The reimbursable code must be valid and have an active status on the FMS Reimbursable Code Table (GA1075).

Transaction Reverse

Definition	A code used to reverse the normal general ledger posting for the transaction code.
Values	Defined by SBCTC-ITD as follows: Blank Normal posting R Reverse general posting for the transaction code