

# PS9017 - Deduction Calendar Table

- [User Functions and Key Fields](#)
- [Assigning a Deduction Calendar Code](#)
- [Deleting a Deduction Calendar Code](#)
- [Data Field List](#)

Required table for multiple deductions, zero deductions, or both. Codes maintained by users.

Use this screen to add and maintain deduction calendar codes in the Deduction Calendar Master (DED-CAL-M) data set. A deduction calendar code identifies a nonstandard deduction schedule for a pay cycle, on which multiple deductions are taken on specified payroll schedules and zero deductions are taken on other payroll schedules. When you add a new deduction calendar code, you indicate the number of deductions to be taken at the old (current) deduction rate and the number of deductions to be taken at the new (future) deduction rate. You also can indicate the number of deductions to be posted to a prepayment account.

You can use a deduction calendar code whenever it is necessary to take more than one deduction or zero deductions for employees on a specified pay cycle for one or more payroll schedules. As described below, you can also assign a deduction calendar to only one employee or to several employees.

To obtain a complete listing of the Deduction Calendar Table, run DataExpress procedure PS9017R (from the Group Inform and Account PLIB).

## User Functions and Key Fields

FUNC	A (Add), C (Change), D (Delete), I (Inquire)
KEY1	Enter a Deduction Calendar Code
KEY2	Enter a Pay Cycle Code
KEY3	Leave blank

## Assigning a Deduction Calendar Code

After you add a deduction calendar code on this screen, you associate the code with one or more deduction codes on the **Deduction Table (PS9002)**. For each associated deduction code, PPMS will take multiple (or zero) deductions from all employees paid on the pay cycle and payroll schedules indicated on the deduction calendar.

If you want to assign the deduction calendar code to only one employee or a few employees on a pay cycle, enter the code on the **Employee Deduction Calendar Screen (PS0021)**.

## Deleting a Deduction Calendar Code

To delete a deduction calendar code, use these steps:

1. On the Deduction Table (PS9002), remove the deduction calendar code from each deduction to which the code is assigned.
2. On the Employee Deduction Calendar Screen (PS0021), remove the deduction calendar code from each employee to whom the code is assigned.
3. On the Deduction Calendar Table (PS9017), delete the deduction calendar code.

### Data Field List

<a href="#">Calendar Code</a> (Key1)	<a href="#"># of Deductions at Old Rate</a>
<a href="#">Pay Cycle</a> (Key2)	<a href="#"># of Deductions at New Rate</a>
<a href="#">Title</a>	<a href="#">Num-Prepaid</a>
<a href="#">Payr Schd</a> (required)	<a href="#">Rvsn Date</a>

### Deduction Calendar Code (DED-CAL-CD)

<b>Definition</b>	A code defined by colleges identifying a nonstandard deduction schedule, on which multiple deductions are taken on some payroll schedules and zero deductions are taken on other payroll schedules.
<b>Length</b>	2 characters

[Back to field list](#)

### Pay Cycle (PAY-CYCLE)

<b>Definition</b>	A code identifying the pay cycle on which a deduction calendar code is to be effective.
<b>Length</b>	2 characters
<b>Format</b>	The first character of the pay cycle code is the pay cycle frequency, which is defined by the system and identifies the frequency of a pay cycle. The second character of the pay cycle code is defined by colleges and cannot be blank.
<b>Edits</b>	Before a pay cycle code can be used on the Deduction Calendar table (PS9017), it must exist on the Pay Cycle Table (PS9023).

[Back to field list](#)

### Calendar Title (CAL-TITLE)

<b>Definition</b>	The descriptive title of a deduction calendar.
<b>Length</b>	30 characters

[Back to field list](#)

### Payroll Schedule (PAYR-SCHD-CD)

<b>Definition</b>	Entry required. A code identifying a specific payroll period.
<b>Length</b>	3 characters
<b>Format</b>	The first two characters identify the month of the accounting period (01-12). The third character identifies the schedule code.
<b>Edits</b>	The schedule code (third character) of the payroll schedule must exist on the Schedule Code Table (PS9042).
<b>Values</b>	Defined by SBCTC-ITD as follows:  A Semimonthly payroll schedule for the pay period of the first through the 15th of the month B Semimonthly payroll schedule for the pay period of the 16th through the last working day of the month H Hourly payroll schedule M Monthly payroll schedule S Supplemental schedule for fiscal year end Z Schedule for W-2 balance adjustments 1 First payroll schedule for new academic year

[Back to field list](#)

### Number of Deductions at Old Rate (NUM-DED-OLD)

<b>Definition</b>	<p>The number of deductions to be taken, for a specific payroll schedule, at the current rate for a deduction code to which a specific deduction calendar is assigned.</p> <p>The number of deductions calculated at the old rate, the new rate (in the Number of Deductions at New Rate field), or both rates is dependent on the effective date for the rates indicated on the Health Plan Table (PS9008), the Life Insurance Table (PS9027), and the Long Term Disability Plan Table (PS9010). The following rules describe how PPMS determines which rate to use:</p> <ul style="list-style-type: none"><li>• If the effective date on the appropriate plan table is the same as or earlier than the pay period end date, the number of deductions indicated at the old rate is calculated.</li><li>• If the effective date on the appropriate plan table is later than the pay period end date, the number of deductions indicated at the new rate is calculated.</li></ul>
<b>Length</b>	2 characters

[Back to field list](#)

### Number of Deductions at New Rate (NUM-DED-NEW)

<b>Definition</b>	<p>The number of deductions to be taken, for a specific payroll schedule, at the new rate for a deduction code to which a specific deduction calendar is assigned.</p> <p>The number of deductions calculated at the new rate, the old rate (in the Number of Deductions at Old Rate field), or both rates is dependent on the effective date for the rates indicated on the Health Plan Table (PS9008), the Life Insurance Table (PS9027), and the Long Term Disability Plan Table (PS9010). The following rules describe how PPMS determines which rate to use:</p> <ul style="list-style-type: none"><li>• If the effective date on the appropriate plan table is the same as or earlier than the pay period end date, the number of deductions indicated at the old rate is calculated.</li><li>• If the effective date on the appropriate plan table is later than the pay period end date, the number of deductions indicated at the new rate is calculated.</li></ul>
<b>Length</b>	2 characters

[Back to field list](#)

### Number of Deductions to Prepayment Account (NUM-PREPAID)

<b>Definition</b>	The number of deductions that PPMS will post to the prepayment account when multiple deductions are taken.
<b>Length</b>	2 characters
<b>Edits</b>	<p>The number in this field must not exceed the sum of the deductions in the Number of Deductions at Old Rate field and the Number of Deductions at New Rate field.</p> <p><b>Note:</b> A deduction will not be taken from an employee's gross pay until the balance in the prepayment account is zero.</p>

[Back to field list](#)

### Revision Date (RVSN-DAY, RVSN-MO, RVSN-YR)

<b>Definition</b>	A date generated by the system identifying when the last change was made on this table.
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