



Payroll/Personnel Management System

***Processing Multiple Payments
and Deductions***

┌ **SBCTC-IT**

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Introduction

This documentation describes the special processes and entries payroll staff must complete to:

- Process multiple payments to faculty on the final pay check of the instructional year.
- Process multiple deductions for instructional year staff to ensure that deductions continue uninterrupted throughout the summer months.

Considerations for Processing Multiple Payments

Full-time faculty at some colleges have salary payment options which allow them to receive multiple payments on the last pay check of the instructional year. If there are faculty at your college who have selected this option, you will need to process multiple payments.

Keep in mind the following when processing multiple payments:

- On the Pay Frequency Table (PS9013) verify that large payments are allowed. PPMS will not process payments over the amounts entered in the Maximum Gross Pay and Maximum Net Pay fields.
- On the Earnings Table (PS9007), the Earnings Type Category must be N (normal or regular payment) for multiple payments to occur.
- Multiple payments cannot be processed for DOM (Domestic Partner) earnings type records because it does not have an Earnings Type Category of N (normal or regular payment). You will need to manually change the Account Amount on the Job Account Screen (PS0003).
- Payments made on the Retroactive Adjustment Screen (PS1003) are not multiplied.
- If an employee's multiple payment is forgotten and you have to process the transaction as a handwritten check, the transaction is posted normally to:
 - Cancellation/Overpymt/Handdrawn Header Screen (PS1006) and
 - Cancellation/Overpymt/Handdrawn Distributions Screen (PS1007)

For information about deduction sources and deduction types, refer to the Payroll Processing Manual, Appendix B, pages B-4 and B-5. For the prepayment account to be set up correctly, the deduction type and the deduction source must both be entered next to the amount. The handwritten check will still be processed normally in all other fields.

Considerations for Processing Multiple Deductions

For all instructional year (full-time faculty and cyclic) employees and part-time faculty, you will need to process multiple deductions to ensure that their insurance coverage and miscellaneous deductions continue uninterrupted throughout the summer months.

If you are taking multiple deductions for insurance from more than one payroll, you need to use a deduction calendar (PS9017) every time so the taxes will be taken correctly. Do NOT use PS1010 to add additional money to the prepayment account. The PS1010 will not take the taxes correctly. See the example on page 8 on how to set up the PS9017 for more than one payroll.

As a reminder, if you are making multiple deductions for miscellaneous deductions (for example, for credit union and tax shelter deductions), you will need to set up a separate deduction calendar code on the Deduction Calendar (PS9017) in addition to the deduction calendars for life, LTD, and health insurance. Life and LTD insurance deductions and health reductions are processed with a prepayment account. Miscellaneous deductions are paid in full when deducted.

Use of deduction code 027 (Additional Federal Tax AT) bypasses the deduction calendar. Multiple deductions using the deduction calendar do not work. If you use this deduction code for additional withholding and you want to process multiple deductions, you can do a one-time additional deduction or a one-time replacement for deduction code 027 on the Deduction Adjustments Screen (PS1010).

If you need to cancel and reissue a check for which multiple deductions were placed into a prepayment account, you will need to check the prepayment account balance. This is especially important if you have already sent any deductions from the prepayment account. You may need to adjust the prepayment balance.

Be sure to run a test payroll for your multiple payments and multiple deductions to assure that the payments and deductions are being processed the way that you had planned.

Liberty Mutual Insurance deductions

Liberty Mutual Insurance has asked that the community and technical colleges not take multiple deductions for their policyholders. Liberty Mutual Insurance will directly bill policyholders for the amount due. You may continue to see these employees (policyholders) on your Liberty Mutual Insurance List (CR5800) during the summer months.

If you have employees working this summer who have a deduction to Liberty Mutual Insurance, you can continue to take the Liberty Mutual Insurance deductions normally.

MetLife Insurance

MetLife has asked that the community and technical colleges prepay the amount deducted as of the last payment made to those employees prior to their departure. If the billing amount changes any during the summer months, this would be reflected on their billing that would be received for the September 25 payment when the employee returns to work. Do not update those employees who are not getting paid with their new amount provided by MetLife's semi-monthly billing. Only on the first payment back will you enter the new billing amount from MetLife, once the Prepay account is completely depleted.

Office of Support Enforcement deductions

The Washington State Office of Support Enforcement should not be set up to take multiple deductions. Employees who have deductions for child support and are not working during the summer months should not have more than the current payment deducted. Your legal document from the Office of Support Enforcement allows you to deduct only a flat amount on a monthly basis.

If you have employees working this summer who have a deduction to the Office of Support Enforcement, you can continue to take the deductions normally.

To ensure that no deduction is taken, you can set up a deduction calendar.

Setting of Multiple Payments

To generate multiple payments for specific jobs on a specific payroll schedule, you must make the following updates on the Job Account Screen (PS0003) and the Payroll Initialization Screen (PS1000).

Updating the Job Account Screen (PS0003)

For each employee who is to receive multiple payments, update the Job Account Screen (PS0003):

- In the Mult Pymt Cd (Multiple Payment Code) field, enter the number of multiple payments, including the current payment. Each active Job Account Amount for an employee will be multiplied by this number to calculate the payment for a specific payroll schedule.
- The number of multiple payments may be different from employee to employee. Up to three different multiple payment codes may be processed for one pay cycle on a particular payroll schedule. If an employee's job does not have the multiple payment code entered on the Job Account Screen (PS0003), then the payment will be for the current job account amount only.

Update
Multiple
Payment
Code field

```
PS0003-002                JOB ACCOUNT SCREEN                JOB NUMBER
[01]

    EMPLOYEE ID [123456789]  EMPLOYEE NAME [FACULTY, TEST      ]
  PERSL ACTN DATE [ / / ]  PERSL ACTIONS [DCOR][ ][ ]
    JOB TITLE [FULL TIME INSTRUCTOR      ] RANGE [ ] STEP [A] JOB TYPE
[01]
  JOB BEGIN DATE [ 91797]      JOB END DATE [ 61298]      PYMT TERM [19]
  FT RATE/CON AMT [ 38363.000]  %FULL TIME [100.00]      PAY CYCLE [S2]
  PAY RATE CODE [C]          JOB PAY RATE [ 1598.460]      SHIFT DIFF [ ]
  MULT PYMT CD [ 6]          CON UNITS [178]  TIME RPT CD/EXCLUSN [E] [ ]
  CUM JOB GROSS [ 31415.83]  CUM JOB HOURS [ ] CUM JOB STFMO [ ]

ACCT          ACCOUNT  EARN ACCOUNT  ACCOUNT          SUPER  RES  IN
NUM  ACCOUNT CODE  AMOUNT  TYPE  BEGIN  END  ACCT %  %  %  KIND
    1490113401AE00  1598.460  FTF  91797  61298  100.00          %  %  N

NEXT:  FUNC [I]  SCREEN [PS0003 ]  KEY1 [123456789]  KEY2 [01 ]  KEY3 [ ]
]
```


Updating the Payroll Initialization Screen (PS1000)

For each payroll schedule affected by multiple payments, update the Payroll Initialization Screen (PS1000):

- In the Multiple Payment Code fields, enter the number of multiple payments for each pay cycle. If you have entered a different number of multiple payments for various jobs or employees, then be sure to enter each matching number in these fields.
- There is a limit of three different numbers for multiple payments for each pay cycle. However, if you have initialized multiple pay cycles, each can have up to three different numbers for multiple payments.

```

PS1000-003          PAYROLL SCHEDULE INITIALIZATION SCREEN

                    PAYROLL SCHEDULE [  ]

REGULAR CHECK DATE [ 6/25/98]  OVERRIDE CHECK DATE [ / / ]
PAY PERIOD END DATE [ 6/15/98]  PAYROLL RUN DATE [ / / ]

      PAY CYCLE      PAY PERIOD BEGIN DATE      MULTIPLE PAYMENT CODE
      [S1]           [ 6/ 1/98]                 [ ] [ ] [ ]
STUB MSG
      [S2]           [ 6/ 1/98]                 [ 6] [ 7] [ ]
STUB MSG
      [ ]           [ / / ]                   [ ] [ ] [ ]
STUB MSG
      [ ]           [ / / ]                   [ ] [ ] [ ]
STUB MSG
      [ ]           [ / / ]                   [ ] [ ] [ ]
STUB MSG
      [ ]           [ / / ]                   [ ] [ ] [ ]
STUB MSG

NEXT:  FUNC [ ]  SCREEN [PS1000 ]  KEY1 [      ]  KEY2 [      ]  KEY3 [
]
  
```

Type numbers in Multiple Payment Code fields.

Setting Up Multiple Deductions

To process multiple deductions for employees on a specific pay cycle for a specific payroll schedule, you need to update the Deduction Calendar (PS9017) and the Deduction Table (PS9002).

Using the Deduction Calendar Screen (PS9017)

The first step is to create deduction calendar codes for various types of deductions, for example, insurance and miscellaneous deductions. If you have more than one pay cycle in which you want to process multiple deductions, you will need to set up a deduction calendar code for each pay cycle (for example, S1 and S2). Only one calendar code per deduction code per pay cycle can affect the normal deduction process on the Deduction Table (PS9002). Therefore, the deduction calendar codes you establish should apply to the majority of employees.

On the following pages, Examples 1, 2, and 3 describe setting up deduction calendars on the Deduction Calendar Screen (PS9017).

- Example 1 illustrates creating a deduction calendar for Life, LTD and Health Insurance.
- Example 2 illustrates creating a deduction calendar for deductions with a rate change.
- Example 3 illustrates creating a deduction calendar for miscellaneous deductions.

After you have set up deduction calendars on the Deduction Calendar Screen (PS9017), then you update the Deduction Table (PS9002).

Example 1: Create a Deduction Calendar for Life, LTD, and Health Insurances

This example illustrates how to set up a deduction calendar for pay cycle S2 for multiple deductions of life insurance, long-term disability (LTD) insurance, and health insurance for full-time faculty.

- 1 On the Deduction Calendar Screen (PS9017), create Calendar Code **01**, Pay Cycle **S2**, Title **9-Month Faculty-Insurance**
- 2 In the Payr Schd field, enter the pay schedule for which you want the multiple deductions processed, for example, **06A**
- 3 In the # Deductions At Old Rate field, enter the number of deductions, including the current payment, that you want processed.

This indicates that for each deduction **code** on the Deduction Table (PS9002) associated with this deduction **calendar**, the deduction amount will be multiplied by this number to calculate the deduction amount for a payroll schedule.

- 4 In the Num-Prepaid field, enter the number of payments that you want posted to the prepayment account.

Important Note: If you want one payment sent now and the rest sent throughout the summer, the number of deductions in the # Deductions At Old Rate column should be one more than the number of deductions you are placing in the Num-Prepaid column. For example, if # Deductions At Old Rate is **6**, the Num-Prepaid should be **5**. This ensures that one payment is being sent now and that other payments will be placed in the prepayment account to be paid later.

The number of payments entered will be posted to the prepayment account and one will be deducted every time an employee is paid on his or her main cycle during the summer months until the prepayment account is depleted.

This example assumes that the nine-month faculty on the S2 pay cycle will receive their last checks on the 06A payroll and will not be paid again until the 09A payroll. You are setting up a deduction calendar code **01** for pay cycle **S2** that will take **6** (six) deductions.

```

PS9017-003                                DEDUCTION CALENDAR

CALENDAR CODE [01]   PAY CYCLE [S2]   TITLE [9- MONTH FACULTY-INSURANCE   ]

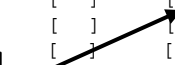
PAYR   # DEDUCTIONS AT   NUM-   PAYR   # DEDUCTIONS AT   NUM-
SCHD   OLD RATE   NEW RATE   PREPAID   SCHD   OLD RATE   NEW RATE   PREPAID

[06A]   [ 6]       [ ]       [ 5]       [ ]       [ ]       [ ]       [ ]
[ ]     [ ]       [ ]       [ ]       [ ]       [ ]       [ ]       [ ]
[ ]     [ ]       [ ]       [ ]       [ ]       [ ]       [ ]       [ ]
[ ]     [ ]       [ ]       [ ]       [ ]       [ ]       [ ]       [ ]
[ ]     [ ]       [ ]       [ ]       [ ]       [ ]       [ ]       [ ]
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[ ]     [ ]       [ ]       [ ]       [ ]       [ ]       [ ]       [ ]
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[ ]     [ ]       [ ]       [ ]       [ ]       [ ]       [ ]       [ ]
[ ]     [ ]       [ ]       [ ]       [ ]       [ ]       [ ]       [ ]

RVSN DATE [ 6/17/98]

NEXT:  FUNC [I]  SCREEN [PS9017 ]  KEY1 [01       ]  KEY2 [S2       ]  KEY3 [         ]
      9035:Select next processing or F8 (return to menu)
  
```

Enter number in Num-Prepaid field. See Important Note in Step 4 above.



Example 2: Create a Deduction Calendar for Multiple Deductions with a Rate Change

When setting up a calendar on the Deduction Calendar Screen (PS9017) for multiple deductions that have or will have a rate change, consider the following:

- If you have a deduction with a rate change, you need to indicate that you want deductions taken at both the old (current) rate and the new rate.
- As long as the new rate schedule is available and in place when the payroll is processed, the deductions will be made at both rates.
- If the new rate schedule is not in place when the payroll is processed, all deductions will be taken at the old (current) rate.
- If you process deductions that do not have a rate change on this same calendar, all deductions will be taken at the old (current) rate.

This example illustrates how to set up a deduction calendar for pay cycle S1 for multiple insurance deductions that will have a rate change for ten-month, classified employees (who work only through the instructional year from September 1 through June 30). Since this deduction calendar is for life, LTD, and health insurances, the Num-Prepaid field indicates the number of payments you want placed in the prepayment account.

- 1 On the Deduction Calendar Screen (PS9017), create Calendar Code **01**, Pay Cycle **S1**, Title **Cyclic Year Classified – Insur**
- 2 In the Payr Schd field, enter the pay schedule for which you want the multiple deductions processed, for example **06A**
- 3 In the # Deductions At Old Rate field, enter the number of deductions to be processed at the current rate, for example, **1**
- 4 In the # Deduction At New Rate field, enter the number of deductions to be processed at the new rate, for example, **4**
- 5 In the Num-Prepaid field, enter the number of payments that you want posted to the prepayment account, for example **4**

Important Note: If you want one payment sent now and the rest sent throughout the summer, the **sum** of the number in the # Deductions At Old Rate column added to the number in the # Deductions At New Rate column **must total one more** than the number in the Num-Prepaid column. For example, if # Deductions At Old Rate is **1** and # Deductions At New Rate is **4**, then the sum of these is **5**, which is **one more** than 4, the number you enter in the Num-Prepaid field. This ensures that one payment is being sent now and that other payments will be placed in the prepayment account to be paid later.

Example 3: Create a Deduction Calendar for Miscellaneous Deductions

This example describes the steps for creating a deduction calendar for miscellaneous deductions.

- 1 On the Deduction Calendar Screen (PS9017), create Calendar Code **05**, Pay Cycle **S2**, Title **9-month Faculty – Misc Ded**
- 2 In the Payr-Schd field, enter the Payroll Schedule for which you want the multiple deductions to be processed, for example, **06A**
- 3 In the # Deductions At Old Rate field, enter the number of multiple deductions, including the current payment, that you want processed.

This indicates that for each deduction **code** on the Deduction Table (PS9002) associated with this deduction **calendar**, the deduction amount will be multiplied by this number to calculate the deduction amount for this payroll schedule.

This example allows for processing multiple miscellaneous deductions with only one rate. There is nothing entered in the Num-Prepaid field because miscellaneous deductions are paid in full when deducted.

```

PS9017-003                                DEDUCTION CALENDAR

CALENDAR CODE [05]  PAY CYCLE [S2]  TITLE [9 MONTH FACULTY - MISC DED      ]

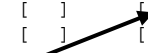
PAYR  # DEDUCTIONS AT      NUM-          PAYR  # DEDUCTIONS AT      NUM-
SCHD  OLD RATE  NEW RATE  PREPAID          SCHD  OLD RATE  NEW RATE  PREPAID

[06A]  [ 6]      [ ]      [ ]          [ ]      [ ]      [ ]      [ ]
[ ]      [ ]      [ ]      [ ]          [ ]      [ ]      [ ]      [ ]
[ ]      [ ]      [ ]      [ ]          [ ]      [ ]      [ ]      [ ]
[ ]      [ ]      [ ]      [ ]          [ ]      [ ]      [ ]      [ ]
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[ ]      [ ]      [ ]      [ ]          [ ]      [ ]      [ ]      [ ]

RVSN DATE [ 6/17/98]

NEXT:  FUNC [I]  SCREEN [PS9017 ]  KEY1 [05          ]  KEY2 [S2          ]  KEY3 [          ]
9035:Select next processing or F8 (return to menu)
  
```

Leave Num-Prepaid field blank.



Handling Deductions That Should *NOT* Be Processed Using the Deduction Calendar on the Deduction Table (PS9002)

If you have individual employees or a group of employees who will be paid on a pay cycle for which you have set up a deduction calendar, and you want to process their deductions differently, then you will need to:

- First create another Calendar Code (for example, **06**) on the Deduction Calendar Screen (PS9017). Calendar Code **06** will be used on individual employee records to override another Calendar Code (for example, **01**).
- Then update individual employee records on the Employee Deduction Calendar Screen (PS0021) with the override Calendar Code. Calendar Codes entered on individual employee records override Deduction Calendar entries on the Deduction Table (PS9002).

In the following example, you create another calendar code for pay cycle S2. This calendar code will be used to indicate that multiple deductions should **not** be processed for some employees - even though multiple deductions are being processed for other employees (as defined by the Deduction Calendar field on the Deduction Table, PS9002).

- 1 On the Deduction Calendar Screen (PS9017), create Calendar Code **06** and Pay Cycle **S2**
- 2 In the # Deductions at Old Rate fields, type **1** (indicating single payments) next to the corresponding pay schedule codes.

You need to list the single payments only on pay schedules for which you are processing multiple payments for other employees.

PS9017-003				DEDUCTION CALENDAR			
CALENDAR CODE [06]				PAY CYCLE [S2]		TITLE [12 MONTH FACULTY]	
PAYR SCHD	# DEDUCTIONS AT OLD RATE	AT NEW RATE	NUM- PREPAID	PAYR SCHD	# DEDUCTIONS AT OLD RATE	AT NEW RATE	NUM- PREPAID
[06A]	[1]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]

Handling Additional Deductions for Federal Withholding Tax

For multiple deductions of Additional Federal Tax (deduction code 023), first you need to create a separate calendar code on Deduction Calendar (PS9017) to take the appropriate amount of payments, with none going into the prepayment account.

Observe the following cautions:

- ❑ If you enter the Deduction Calendar field on the Deduction Table (PS9002), **All** employees on the pay cycle will have multiple deductions of additional withholding tax taken.
- ❑ If you use the same deduction calendar code for additional withholding that you used for life, LTD, and health insurances, the payments will be placed into the prepayment account, which would cause your federal tax deposit not to be made on time.

Since neither of these situations are appropriate, the preferred way to handle multiple deductions of additional withholding tax is to set up a separate deduction calendar code on Deduction Calendar (PS9017) as illustrated below:

```

PS9017-003                                DEDUCTION CALENDAR

CALENDAR CODE [WH]  PAY CYCLE [S2]  TITLE [ADDITIONAL W/H DED FOR FACULTY]

PAYR  # DEDUCTIONS AT  NUM-      PAYR  # DEDUCTIONS AT  NUM-
SCHD  OLD RATE  NEW RATE  PREPAID  SCHD  OLD RATE  NEW RATE  PREPAID

[06A]  [ 6]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]
[ ]    [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]
[ ]    [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]
[ ]    [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]
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[ ]    [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]

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NEXT:  FUNC [I]  SCREEN [PS9017 ]  KEY1 [WH      ]  KEY2 [S2      ]  KEY3 [      ]
      9035:Select next processing or F8 (return to menu)

```


Setting Up June Deductions for Medical Aid and Industrial Insurance for Faculty

Full-time faculty who have nine-month contracts are required to pay medical aid and industrial insurance to the Department of Labor and Industry (L & I) for nine months only. Depending on when the first and last payments for the contract are made, medical aid may not need to be deducted from June payrolls. The following scenarios are possibilities for faculty on nine-month contracts:

- If the first payment of the contract is on the 09A payroll and the last payment is on the 06A payroll, no medical aid or industrial insurance needs to be deducted from the 06A payroll.
- If the first payment of the contract is on the 09A payroll and the last payment is on the 06B payroll, no medical aid or industrial insurance needs to be deducted from either the 06A or the 06B payrolls.
- If the first payment of the contract is on the 09B payroll and the last payment is on the 06B payroll, no medical aid or industrial insurance needs to be deducted from the 06B payroll.
- If the first payment of the contract is on the 09B payroll and the last payment is on the 06A payroll, medical aid and industrial insurance deductions should be taken on all payrolls during the instructional year.

Be sure to audit the payment schedule for your faculty. If the situation requires you to suppress medical aid and industrial insurance payments on one or more payrolls, you will need to set up a deduction calendar code on the Deduction Calendar (PS9017) to stop the medical aid and industrial insurance deductions. After creating the deduction calendar code on Deduction Calendar (PS9017), enter the calendar code on the Deduction Table (PS9002) for deduction codes 202 (Ind Ins Contr), 203 (Med Aid & Supp Pen), and 204 (Medial Aid Contribution).

Full-time faculty who work during the summer are required to make these payments for summer.

The following example illustrates how to set up a deduction calendar that will suppress deductions for medical aid and industrial insurance on the 06A payroll. In the # Deductions At Old Rate field, you **do** enter **0** (zero). The process automatically suppresses zeros when the screen is redisplayed; so after your initial entry, the # Deductions At Old Rate field is displayed as a blank field.

```

PS9017-003                DEDUCTION CALENDAR

CALENDAR CODE [04]    PAY CYCLE [S2]    TITLE [FTF NO MED AID          ]

PAYR    # DEDUCTIONS AT    NUM-    PAYR    # DEDUCTIONS AT    NUM-
SCHD    OLD RATE    NEW RATE    PREPAID    SCHD    OLD RATE    NEW RATE    PREPAID

[06A]    [ ]    [ ]    [ ]    [ ]    [ ]    [ ]    [ ]
[ ]    [ ]    [ ]    [ ]    [ ]    [ ]    [ ]    [ ]
[ ]    [ ]    [ ]    [ ]    [ ]    [ ]    [ ]    [ ]
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RVSN DATE [ 6/17/98]

NEXT:  FUNC [I]  SCREEN [PS9017 ]  KEY1 [04          ]  KEY2 [S2          ]  KEY3 [          ]
          9035:Select next processing or F8 (return to menu)
  
```

Type 0 (zero) in # Deductions At Old Rate field

Remember also to enter the Deduction Calendar code on the Deduction Table (PS9002) for the Medical Aid Deduction Codes.

```

PS9002-004                DEDUCTION TABLE

          DEDUCTION CODE [203]          DEDUCTION TITLE [MED AID          ]

DEDUCTION TYPE [D]    FED [ ] ST [ ] OASI [ ]    DEDUCTION CLASS [I]
DEDUCTION STAT [A]    RELATED DEDUCTION [ ]    BALANCE UPDATE IND [C]
BI WEEKLY SCHD [A]    WEEKLY SCHD [A]    SEMI MO SCHD [A]
DEDUCTION BASE [ ]    CALCULATION ROUTINE [ ]    CALCULATION IND [1]
VENDOR RPT IND [N]    EFT VENDOR [0001]    DAYS OF FLOAT [1]
  DED AMT/PCT [      ]    DED AMT TYP [F]    EFFECTIVE DATE [ / / ]
  PREV AMT/PCT [      ]    FULL/PART DED [P]    RVSN DATE [12/20/93]

MINIMUM DEDUCTION [      ]    MAXIMUM DEDUCTION [      ]    MIN/MAX PER [ ]
PREVIOUS MINIMUM [      ]    PREVIOUS MAXIMUM [      ]

DEDUCTION CALENDAR [04]    DEDUCTION WORK IND [Y]    STOP AT SEPARATION [Y]
DECLINING BAL IND [N]    SUSPENDED DED IND [S]    YTD PRINT IND [N]
  VENDOR NUM [ W16590]    PAYMENT METHOD [3]    VENDOR PYMT SCHD [S]

TRNS CD  APPR INDX  PRG INDX  ORG INDX  SOBJ  SSOBJ  SRCREV  REIM CD  TRNS RVRS
[801]    [790]    [300]    [1B06]  [ ]  [ ]    [ ]    [ ]    [ ]

NEXT:  FUNC [I]  SCREEN [PS9002 ]  KEY1 [066          ]  KEY2 [S1          ]  KEY3 [          ]
          9035:Select next processing or F8 (return to menu)
  
```

Enter the Deduction Calendar Code

Deduction Calendar Processing

This section provides guidelines for using deduction calendars for regular, zero, or multiple deductions. It also walks you through three scenarios that illustrate how PPMS processes multiple deductions.

Using Deduction Calendars for Regular, Zero, or Multiple Deductions

Use the following guidelines when using deduction calendar codes created on the Deduction Calendar Screen (PS9017):

- If a deduction calendar is **not used** when an employee is receiving multiple payments and all other normal criteria are met, the normal deduction amount will be taken.
- If a deduction calendar is **used** when an employee is receiving regular or multiple payments, the deduction calendar overrides the regular processing of the deduction amount. The deduction calendar code must be entered on the Deduction Table (PS9002) **or** on the Employee Deduction Calendar (PS0021). PPMS will then either take multiple deductions or zero deductions, depending on the number entered on the deduction calendar.
- If the Deduction Work Indicator on the Deduction Table (PS9002) is **Y** (yes, always attempt to take a deduction if the employee is not separated), PPMS will try to take a deduction even if the gross pay is zero **or** there is not enough net pay.
- In the case of life, LTD, and health insurance deductions for which a prepayment account has been set up, the payment will come from the prepaid account.
- If there is no prepayment account and the Suspended Deduction Indicator is **S** (suspend the deduction and take when employee is paid next), PPMS will suspend the deduction to be taken and take it the next time there is enough net pay.
- If there is neither a prepaid account nor a suspended indicator, the deduction will not be taken.
- If there is an amount in the prepaid account, PPMS will always take a deduction from that account before taking it from net pay. Therefore, if at the end of the summer, you have employees who have balances in the prepaid account, you do not have to make refunds unless they have separated. PPMS will take the deduction amount from the prepaid account until it is depleted; then it will take any remaining amount from net pay.

How PPMS Processes Multiple Deductions

The following scenarios illustrate how PPMS processes multiple deductions for a hypothetical situation. In this situation the deduction amount of \$50.00 has been calculated for Deduction Code XXX for employee 123456789. The employee is being paid on Pay Cycle S2.

Scenario 1: Deduction code and deduction calendar are found on Deduction Calendar Screen (PS0021)

- 1 PPMS checks the Employee Deduction Calendar Screen (PS0021) for Deduction Code **XXX** for employee **123456789**.
- 2 PPMS finds Deduction Code **XXX**.
- 3 PPMS identifies the Deduction Calendar Code, for example **02**, that corresponds to Deduction Code **XXX** on the Employee Deduction Calendar Screen (PS0021).
- 4 PPMS then checks the Deduction Calendar Screen (PS9017) for a match between the Deduction Calendar Code (**02** in this case) and the employee's Pay Cycle (**S2** in this case).

A Deduction Calendar (a match between a deduction calendar code and a pay cycle) is identified.

- 5 PPMS searches this Deduction Calendar (calendar **02** and pay cycle **S2**) for a Payroll Schedule matching the Payroll Schedule being processed.
A matching Payroll Schedule is identified.
- 6 PPMS then multiplies the deduction amount (**\$50.00** in this case) by the number of deductions specified (using the old and new rates as indicated) and generates a prepayment for the specified number of prepaid deductions.
If the number of deductions is 00 (zero), then no deduction is taken.
- 7 PPMS begins processing the next deduction.

Scenario 2: Deduction code and deduction calendar found on Deduction Table (PS9002) but not on Deduction Calendar Screen (PS0021)

- 1 PPMS checks the Employee Deduction Calendar Screen (PS0021) for Deduction Code **XXX** for employee **123456789**.
- 2 PPMS does **not** find the Deduction Code **XXX** on the Employee Deduction Calendar Screen (PS0021).

- 3 PPMS checks the Deduction Table (PS9002) for Deduction Code **XXX**.
- 4 PPMS finds the Deduction Code **XXX** on the Deduction Table (PS9002) with a corresponding deduction calendar (**02** in this case).
- 5 PPMS then checks the Deduction Calendar Screen (PS9017) for a match between the Deduction Calendar Code (**02**) and the employee's Pay Cycle (**S2** in this case).
A Deduction Calendar (a match between a deduction calendar code and a pay cycle) is identified.
- 6 PPMS searches this Deduction Calendar (calendar **02** and pay cycle **S2**) for a Payroll Schedule matching the Payroll Schedule being processed.
A matching Payroll Schedule is identified.
- 7 PPMS then multiplies the deduction amount (**\$50.00** in this case) by the number of deductions specified (using the old and new rates as indicated) and generates a prepayment for the specified number of prepaid deductions.
If the number of deductions is 00 (zero), then no deduction is taken.
- 8 PPMS begins processing the next deduction.

Scenario 3: Deduction code found but not associated with a deduction calendar

- 1 PPMS checks the Employee Deduction Calendar Screen (PS0021) for Deduction Code **XXX** for employee **123456789**.
- 2 PPMS does **not** find Deduction Code **XXX** on the Employee Deduction Calendar Screen (PS0021).
- 3 PPMS checks the Deduction Table (PS9002) for Deduction Code **XXX**.
- 4 PPMS finds Deduction Code **XXX** on the Deduction Table (PS9002) but it is **not** associated with a Deduction Calendar.
- 5 PPMS then processes the \$50.00 deduction amount normally.
- 6 PPMS begins processing the next deduction.