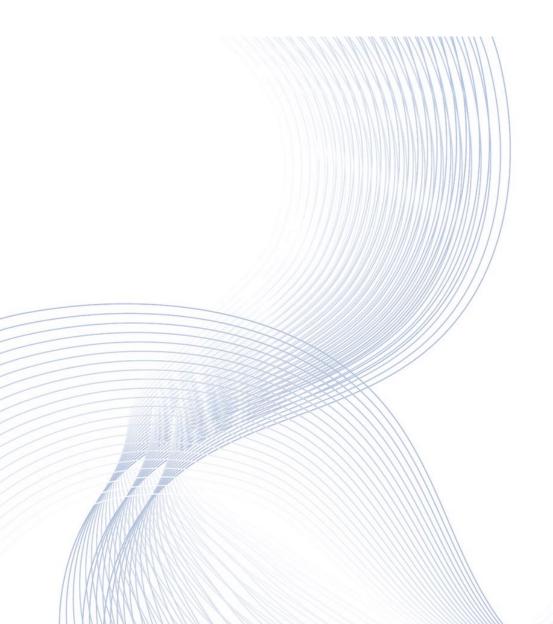


HRIS - Human Resources Information Solution RESOURCE GUIDE: DEDUCTIONS





DEDUCTIONS

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Maintain Employee Deductions

Introduction

Employee deductions are taken from their paycheck on a bi-weekly basis. Deductions will vary between employees since some deductions are mandatory and others are voluntary.

- Voluntary deductions may include SECC, Union Dues, Rent, Meals, Bus Card, etc. (Not all Employees are eligible for all deductions.) Voluntary deductions are discussed in this training lesson.
- To have voluntary deductions created, stopped, or changed, the employee will submit a GAO73 form to the Agency Payroll Specialist for processing.
- Mandatory deductions are **not** discussed in this lesson. Mandatory Deductions include Federal Taxes, State Taxes, FICA, Medicare, MQGE (where applicable), Garnishments and Retirement
- DO NOT set up deductions for voluntary benefits (medical, dental, vision, supplemental life, dependent life, short-term disability, medical and dependent care flex spending) nor deductions for basic life, retirement and LTD using these instructions. These deductions are established through enrollment in the appropriate benefit plan.

Agency Payroll Specialists have the ability to add, change, and/or stop voluntary employee deductions requiring manual set-up.

- Voluntary deductions can be entered on a daily basis using one of the following three forms:
 - Employee Deduction Form (PR14.1) View/update one deduction at a time for a single employee. Form is used to add, change or delete deductions.
 - Deduction Speed Entry Form (PR15.1) View/update one deduction at a time for multiple employees. Form is used to add or change deductions.
 - Employee Deduction Speed Entry Form (PR15.2) View/update multiple deductions at a time for a single employee. Form is used to add or change deductions.

To properly setup a voluntary deduction the user must enter the date the deduction is to start in the Begin Date field. To stop a voluntary deduction, the user must enter the date the deduction is to stop in the End Date field. For additional information about deductions, refer to Payroll Guide listed on the Arizona Department of Administration, General Accounting Office (GAO) homepage.

The **GAO Central Payroll Office** processes all Garnishment, Bus Card, Retirement Service Purchase and deferred compensation deductions.

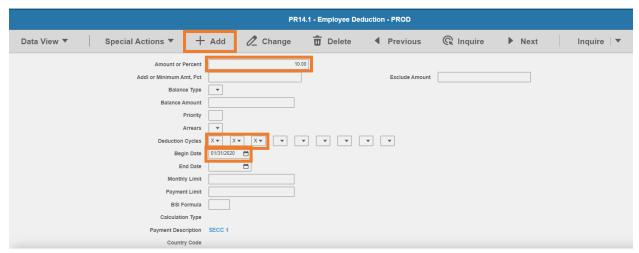


Employee Deduction Form PR14.1

Add Voluntary Employee Deduction



- 1. Type PR14.1 in search field, click Go
- 2. Company: Type or select 1
- 3. Employee: Type or select the Employee Identification Number
- 4. **Deduction:** Type or select the **Deduction Code** to be added
- 5. Click **Inquire** and review message in status bar:
 - If displayed message is Employee Deduction Does Not Exist, continue to step 6
 - If displayed message is Inquiry Complete, refer to the Change/Restart Voluntary Employee Deduction training section



- 6. **Amount/Percent:** Type in the **dollar amount** of the deduction using two decimals (ex. XX.XX). Percentages are not used
- 7. **Deduction Cycles:** Select **X** for each cycle the deduction is taken
 - 1st box = 1st pay of month
 - 2nd box =2nd pay of month
 - 3rd box = 3rd pay of the month
 - Type X in boxes 1, 2 and 3 to take on every paycheck
- 8. **Begin Date:** Select the **beginning date** of the deduction. Begin date is the date of entry into HRIS unless specifically noted with a future begin date

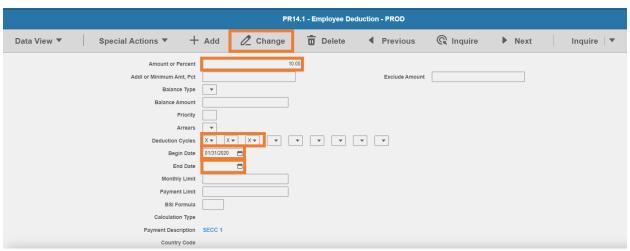


- 9. All remaining fields are left blank
- 10. Click Add to save
 - Status bar displays message Add Complete-Continue
 - HRIS will populate the blank fields with default values
 - The new deduction is listed in the Deductions Folder on the Drill Around tab of the employee's record

Change / Restart Voluntary Employee Deduction



- 1. Type PR14.1 in search field, click Go
- 2. Company: Type or select 1
- 3. **Employee**: Type or select the **Employee Identification Number**
- 4. **Deduction:** Type or select the **Deduction Code** to be changed
- 5. Click Inquire



- 6. **Amount/Percent:** Skip or type in the **NEW dollar amount** of the deduction using two decimals (ex. XX.XX). Percentages are not used
- 7. **Deduction Cycles:** Skip or type **X** for each cycle the deduction is taken
 - 1st box = 1st pay of month
 - 2nd box =2nd pay of month
 - 3rd box = 3rd pay of the month



- Type X in boxes 1, 2 and 3 to take on every paycheck
- 8. **Begin Date:** Begin date is the date of entry into HRIS unless specifically noted with a future begin date
 - Do not change the begin date if changing cycles/amount
 - If restarting a deduction that was previously stopped, select the beginning date of the deduction
- 9. End Date Leave blank. If restarting a deduction that was previously stopped, delete the date
- 10. Click Change to save the changes. Status bar displays message Change Complete Continue
- 11. Click Inquire to verify changes were saved

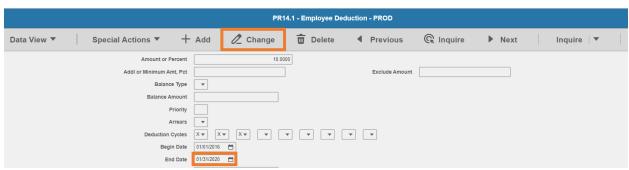
Stop Voluntary Employee Deductions

Voluntary Deductions must be stopped when an employee terminates, if they are not stopped and the employee returned to State services, the deductions automatically begin with the employee's first paycheck.

Voluntary deductions include SECC, rent, union dues, meals etc.



- Type PR14.1 in search field, click Go
- 2. Company: Type or select 1
- 3. Employee: Type or select the Employee Identification Number
- 4. **Deduction:** Type or select the **Deduction Code** to be stopped
- 5. Click **Inquire**



- 6. End Date Select a stop date for the deduction
 - To stop for the current PAY PERIOD, select the pay period end date



- If stopping voluntary deductions because the employee terminated, use the termination date or the date after the employee's last paycheck if the deduction should occur on that paycheck
- If an SECC deduction exists with a future End Date, change the date to the term date or the date of the employee's last warrant
- 7. Click Change to save the changes. Status bar displays message Change Complete Continue

Delete Voluntary Employee Deduction

HRIS does not allow deductions that contain history to be deleted; Stop the deduction instead of deleting it.

If deduction is added to the employee's record in error before processing in an HRIS Payroll Cycle, the deduction can be deleted.



- 1. Type PR14.1 in search field, click Go
- 2. Company: Type or select 1
- 3. **Employee**: Type or select the **Employee Identification Number**
- 4. **Deduction:** Type or select the **Deduction Code** to be deleted
- 5. Click **Inquire**



- 6. Click **Delete** to remove the deduction from the employee's record
 - Status bar displays message Records have Been Deleted
 - The deduction will no longer appear in the employee's drill around file
- 7. Click **Inquire** to confirm deduction no longer exists



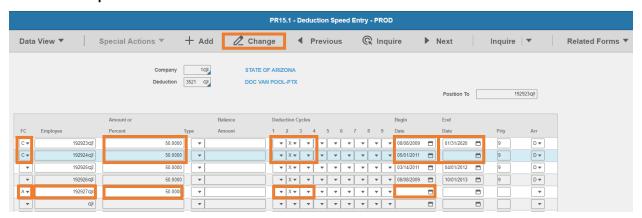
Deduction Speed Entry Forms

One Deduction for multiple Employees PR15.1

Use **Deduction Speed Entry PR15.1** to view/update the same deduction for multiple employees.



- 1. Type PR15.1 in search field, click Go
- 2. Company: Type or select 1
- 3. **Deduction**: Type or select the voluntary **Deduction Code**
- 4. **Position To:** Leave blank or select the **Employee Identification Number (EIN)** to display results beginning with selected EIN
- 5. Click Inquire



- 6. FC: Type A or C
 - Type A to add a new deduction and clear all fields on the form before making entries by clicking in the first row FC field and press CTRL-SHIFT-K on the keyboard
 - Type C to stop/change an existing deduction
- 7. **Employee:** Type or select the **Employee Identification Number (EIN)** if adding a new employee. If changing an existing Employee verify the EIN is correct.
- Amount/Percent: Type in the dollar amount of the deduction using two decimals (ex. XX.XX)
 - Percentages are not used
 - Skip if no changes to the dollar amount
- 9. **Deduction Cycles:** Type **X** for each cycle the deduction is taken
 - 1st box = 1st pay of month



- 2nd box =2nd pay of month
- 3rd box = 3rd pay of the month
- Type X in boxes 1, 2 and 3 to take on every paycheck
- 10. **Begin Date**: Begin date is the date of entry into HRIS unless specifically noted with a future begin date
 - Do not change the begin date if changing cycles/amount
 - If restarting a deduction that was previously stopped, select the new begin date of the deduction
- 11. **End Date** Select a **stop date** for the deduction or leave blank
 - To stop for the current PAY PERIOD, select the pay period end date
 - If stopping voluntary deductions because the employee terminated, use the termination date or the date after the employee's last paycheck if the deduction should occur on that paycheck
 - If an SECC deduction exists with a future End Date, change the date to the term date or the date of the employee's last warrant
- 12. Click Change to save the changes. Status bar displays message Change Complete Continue

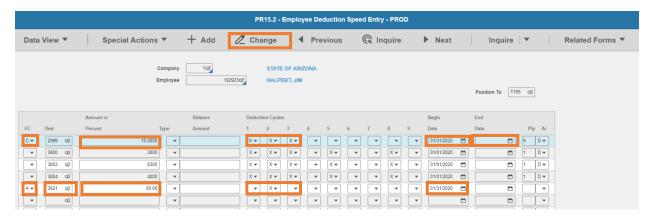
Multiple Deductions for One Employee PR15.2

Use Employee Deduction Speed Entry PR15.2 to view/update multiple deductions for a single employee



- 1. Type PR15.2 in search field, click Go
- 2. Company: Type or select 1
- 3. Employee: Type or select the Employee Identification Number
- 4. **Position To:** Leave blank or select the **Deduction Code** to display results beginning with selected deduction code
- 5. Click Inquire



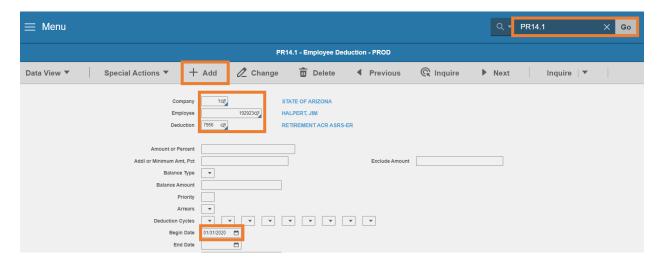


- 6. FC: Type A or C
 - Type A to add a new deduction and clear all fields on the form before making entries by clicking in the first row FC field and press CTRL-SHIFT-K on the keyboard
 - Type C to stop/change an existing deduction
- 7. **Ded:** Type or select the **Deduction Code** if adding a deduction. If changing an existing deduction verify the Deduction Code is correct.
- 8. **Amount/Percent:** Type in the **dollar amount** of the deduction using two decimals (ex. XX.XX). Percentages are not used. Skip if no changes to the dollar amount
- 9. **Deduction Cycles:** Type **X** for each cycle the deduction is taken
 - 1st box = 1st pay of month
 - 2nd box =2nd pay of month
 - 3rd box = 3rd pay of the month
 - Type X in boxes 1, 2 and 3 to take on every paycheck
- 10. **Begin Date:** Begin date is the date of entry into HRIS unless specifically noted with a future begin date
 - Do not change the begin date if changing cycles/amount
 - If restarting a deduction that was previously stopped, select the new begin date of the deduction
- 11. End Date Select a stop date for the deduction or leave blank
 - To stop for the current PAY PERIOD, select the pay period end date.
 - If stopping voluntary deductions because the employee terminated, use the termination date or the date after the employee's last paycheck if the deduction should occur on that paycheck
 - If an SECC deduction exists with a future End Date, change the date to the term date or the date of the employee's last warrant
- 12. Click Change to save the changes. Status bar displays message Change Complete Continue



Add Alternate Contribution Rate (ACR) Deduction

While ACR is not a voluntary employee deduction, it is a deduction the Agency Payroll Specialist creates when required. ACR is the Alternate Contribution Rate paid by the employer for an ASRS, CORP, PSPRS or EORP retiree who returns to work in a position that ordinarily contributes to the same retirement system the employee is retired from. To set up ACR use PR14.1 screen.



- 1. Type PR14.1 in search field, click Go
- 2. Company: Type or select 1
- 3. Employee: Type or select the Employee Identification Number
- 4. **Deduction**: Select the appropriate ACR **Deduction Code**
 - Select 7956 for ASRS
 - Select 7958 for CORP
 - Refer to ADOA GAO website for a complete listing of ACR Deduction Codes
- 5. **Begin Date**: Select the **date** the employee returned to work
- 6. Click Add to save
 - Status bar displays message Add Complete-Continue
 - The percent and deduction cycles will populate to the current ACR rate

To stop the deduction, enter a stop date in the end date box and click **Change**. Click **Inquire** to confirm the change occurred. Do not enter a stop date unless ACR ends in the current pay period.

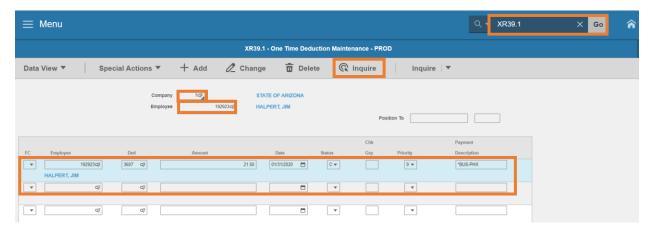
Do not enter a future date in the End Date field.



One-Time Deductions

View Employee One-Time Deductions XR39.1

A one-time deduction is a deduction that is not taken on a regular basis for an employee. An arrears deduction is a one-time deduction the payroll system creates if an employee is on Leave Without Pay or does not have enough net pay to cover deductions. The one-time deductions are created and maintained by GAO Central Payroll or ADOA Central Benefits. To have a one-time deduction created, submit a GAO73A or GAO73B form to the appropriate department for processing. The XR39.1 form is view only.



- 1. Type XR39.1 in search field, click Go
- 2. Company: Type or select 1
- 3. Employee: Type or select the Employee Identification Number
- 4. Click Inquire

If the employee has any one-time deductions entered, they will appear in the boxes.

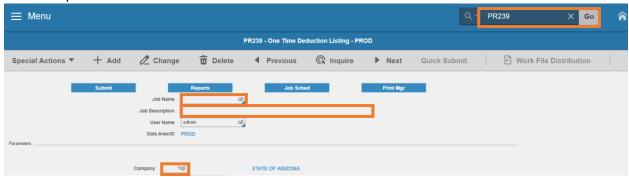
- Ded: Deduction Code
- Amount: Deduction Amount. Refunds display as a negative amount, positive amounts will deduct
- Date: Date the deduction was added or the Pay Period End Date in which the deduction is associated
- Payment Description: Name of the deduction

One-time deductions can also be viewed by drilling on the one-time deduction folder under the employee's EIN.

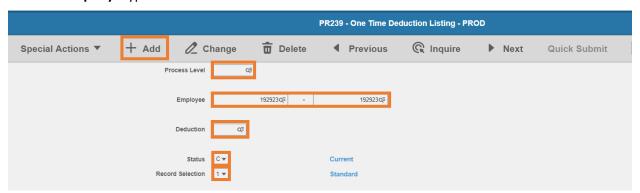


One-Time Deductions Listing PR239

Run One Time Deduction Listing (PR239) to print a list of one-time deductions and arrears deductions.



- 1. Type PR239 in search field, click Go
- 2. **Job Name:** Type a unique name for the report
- 3. **Job Description:** Type a detailed description of the report
- 4. Company: Type or select 1



- 5. Process Level: Leave blank or select a Process Level to limit results
- 6. **Employee**: Type or select the **Employee Identification Number (EIN)**. Type the EIN in both boxes to run for a single employee
- 7. **Deduction**: Leave blank or select the **Deduction Code** to limit results. If field is blank, report displays all one-time deductions
- 8. Status: Select C Current
- 9. **Record Selection**: Select **1** or **2**
 - Select 1 Standard to display one-time deductions that are displayed on the XR39.1 (recommended)
 - Select 2 Manual to display one-time deductions that are selected in a pending manual payment
- 10. Click Add to save report parameters. Status bar displays message Job Added



Submit Report



- 1. Click Quick Submit, status bar displays message Job has been submitted
- 2. Click Print Mgr to view the report results in your Print Manager

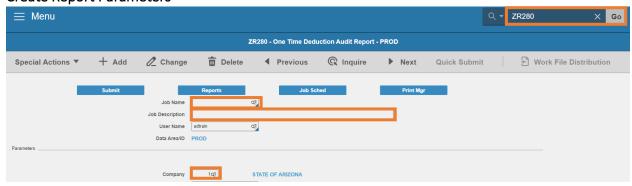
Example of Report Results

	te 01/31/20 me 13:59		Company 1 STATE OF ARIZONA STANDARD ONE TIME DEDUCTION LISTING					
Imployee	Name		Ded Code	e Amount	Status	Effective P Date R	Process C Level G	Payment Description Arrears
192923	HALPERT	JIM	3607 D181		Current Current	01/31/20 9 01/02/20 1		*BUS-PHX DELTA 2
	Totals Employee	192923	3607	21.50	D181	2.29		
192924	BEESLY	HALPERT	3607 D181 M181	1 2.29	Current Current Current	01/31/20 9 01/02/20 1 01/02/20 1	AB200 AB200 AB200	*BUS-PHX DELTA 2 AETNA
	Totals Employee	192924	3607 M181	15.00 674.20	D181	2.29		

One-Time Deductions Audit Report ZR280

Use the ZR280 to list the content of the audit file for one-time deduction changes.

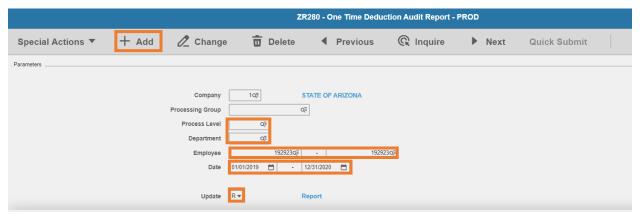
Always run in Report mode. The Update option is a purge function.



- 1. Type ZR280 in search field, click Go
- 2. Job Name: Type a unique name for the report

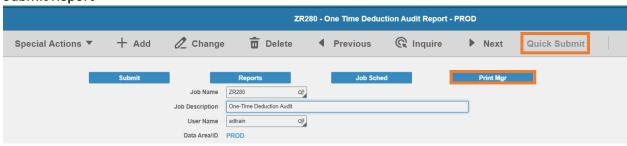


- 3. Job Description: Type a detailed description of the report
- 4. **Company**: Type or select 1



- 5. Process Level: Leave blank or select a Process Level to limit results
- 6. **Department**: Leave blank or select a **Department** to limit results
- 7. **Employee**: Type or select the **Employee Identification Number (EIN)**. Type the EIN in both boxes to run for a single employee
- 8. Date: Select the date range of the report. Date represents the HRIS entry day
- 9. Update: Select R Report ALWAYS
- 10. Click Add to save report parameters. Status bar displays message Job Added

Submit Report



- 1. Click Quick Submit, status bar displays message Job has been submitted
- 2. Click **Print Mgr** to view the report results in your Print Manager



Example of Report Results

Audit Description Column

- The **User Name** shows who entered or changed the one-time deduction
- The **Function Code** shows what action was taken. **A=** added **C=** changed and **D=** deleted
- The **Change Date** shows the date the action was taken
- The **Program Code** shows the screen the action was taken on

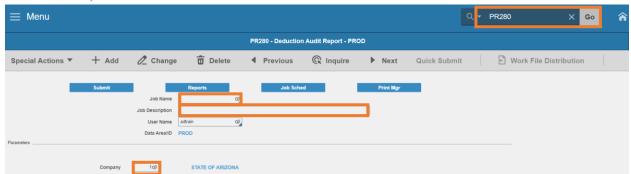
ZR280 Date 01/31/20 Time 14:16 Process Level AB200 - AB-DIRECTORS OFFICE			One Time Deduc Company	Page 2		
			De			
Employee	192924	BEESLY, HALPERT				
Deduction Cod	le	Field Description	Previous Value	New Value	Audit Description	Value
3607 BUS CARD-PHX-PTX-E EDM SEQ NBR 0 SEQ NBR 9998	D-PHX-PTX-EE	Check Descr	0	*BUS-PHX 15.00 9 013120 AB200	USER NAME FUNCTION CODE CHANGE DATE CHANGE TIME PROGRAM CODE TOKEN	Α
			0	2		
D181 DENTAL I EDM SEQ NBR SEQ NBR		Check Descr Check Grp Ded Amt Ded Priority Ded Type Effect Date Process Level Record Type Status	0 0 000000	DELTA 2 2.29 1 010220 AB200 2	USER NAME FUNCTION CODE CHANGE DATE CHANGE TIME PROGRAM CODE TOKEN	A 01/31/2 13:58:4 XR39 XR39.1
M181 MEDICAL- EDM SEQ NBR SEQ NBR	0	Check Descr Check Grp Ded Amt Ded Priority Ded Type Effect Date Process Level Record Type Status	0 0 000000	AETNA 674.20 1 010220 AB200 2	USER NAME FUNCTION CODE CHANGE DATE CHANGE TIME PROGRAM CODE TOKEN	A 01/31/20 13:58:42 XR39 XR39.1
M181 MEDICAL- EDM SEQ NBR SEQ NBR	-AETNA-ER POR 0 9999	Check Descr Check Grp Ded Amt Ded Priority Ded Type Effect Date Process Level Record Type Status	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	м	USER NAME FUNCTION CODE CHANGE DATE CHANGE TIME PROGRAM CODE TOKEN	C 01/31/20 14:16:27 ZR80 ZR80.3

In the screen shot of the report result, it shows the one-time deductions were entered on the XR39.1 screen and then changed on the ZR80.3 screen. This means that the one-time deduction was selected into a manual warrant.



Deduction Audit Report PR280

Run Deduction Audit Report (PR280) to display changes made to employee's Deduction Master records.



- 1. Type PR280 in search field, click Go
- 2. Job Name: Type a unique name for the report
- 3. Job Description: Type a detailed description of the report
- 4. **Company**: Type or select 1



- Report Option: Select 1 or 2
 - Select 1 to specify Employees
 - Select 2 for an Employee Range
- 6. **Employees**: Select the **Employee Identification Number** of up to five employees if Report Option 1 is used. Leave blank if Report Option 2 is used.
- 7. **Employee Range**: Select the **Employee Identification Number** beginning and ending range to be included in the report if Report Option 2 is used. Leave blank if Report Option 1 is used.
- 8. **Deduction Code**: Leave blank or select up to three **Deduction Codes** to limit results



- 9. Fields: Leave blank or select a Deduction Master Item to limit results
- 10. UserID: Type a User ID or Y.E.S. ID to limit results to changes made by a specific user



- Y.E.S. ID = W followed by employee's Employee Identification Number i.e. W123456
- Prior to 2019 the YES webIDs were lawsea and empweb1 for all YES changes
- 11. Date: Select the beginning and end date range
- 12. Employee Sequence: Type or select A or N
 - Select A to sort report results by Employee Name
 - Select N to sort report results by Employee Identification Number
- 13. Update: Select R Report ALWAYS
- 14. Click Add to save report parameters. Status bar displays message Job Added

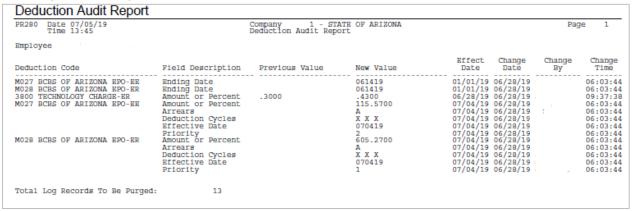
Submit Report



- 1. Click Quick Submit, status bar displays message Job has been submitted
- 2. Click Print Mgr to view the report results in your Print Manager

For additional instructions on how to view reports, see the Agency HRIS Intro Training for On Demand Reports.

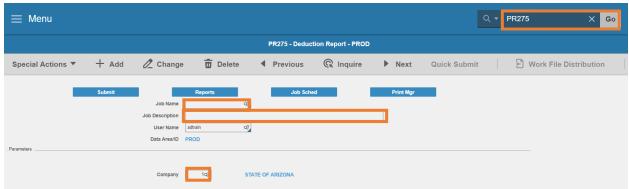
Example of Report Results



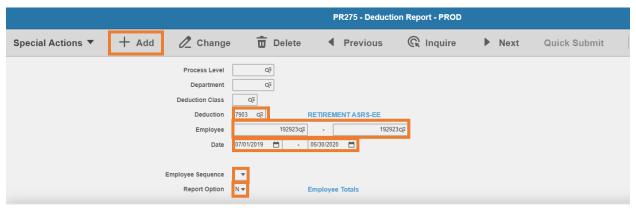


Deduction by Payment Report PR275

Run **Deduction Report (PR275)** to print a report of payroll deduction amounts. Define report parameters to select records for a specific deduction or deduction class. If a deduction class is selected, the report includes all deductions associated with that deduction class.



- Type PR275 in search field, click Go
- 2. Job Name: Type a unique name for the report
- 3. **Job Description:** Type a detailed description of the report
- 4. Company: Type or select 1



- 5. **Deduction**: Leave blank or select a **Deduction Code** to limit results
- 6. **Employee**: Type or select the **Employee Identification Number (EIN)**. Type the EIN in both boxes to run for a single employee
- 7. **Date**: Select a date to define the beginning and ending date range of records to include in the report
- 15. Employee Sequence: Type or select A or N
 - Select A to sort report results by Employee Name
 - Select N to sort report results by Employee Identification Number
- 8. Report Option: Select Y to display grand totals or select N to display totals by employee



9. Click Add to save report parameters. Status bar displays message Job Added

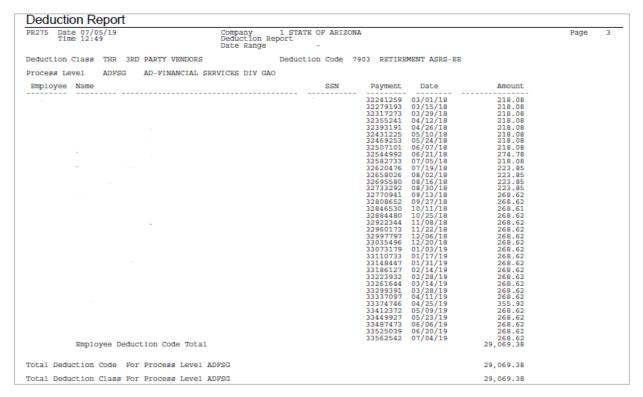
Submit Report



- 1. Click Quick Submit, status bar displays message Job has been submitted
- 2. Click Print Mgr to view the report results in your Print Manager

Example of Report Results

Report displays each deduction for the deduction code and will show a total for that deduction at the end of the listing.

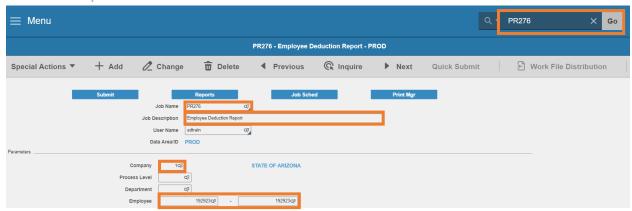




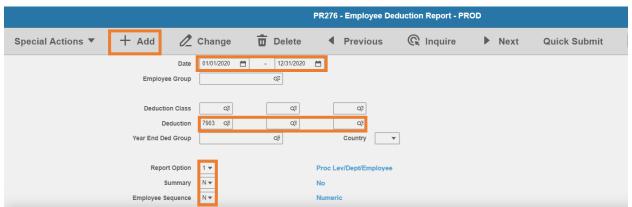
Deduction Totals Report PR276

Run **Employee Deduction Report (PR276)** to print a report of employee deduction information. This report shows deduction history as a total, not by payment.

Produce a report that includes deduction information in various levels of detail by entering different combinations of report option and summary.



- 1. Type PR276 in search bar, click Go
- 2. **Job Name:** Type a unique name for the report
- 3. Job Description: Type a detailed description of the report
- 4. Company: Type or select 1
- 5. **Employee**: Type or select the **Employee Identification Number (EIN)**. Type the EIN in both boxes to run for a single employee



- 6. **Date**: Select **dates** to define the beginning and ending date range of records to include in the report
- 7. **Deduction**: Leave blank or select up to three **deductions** to limit results
- 8. Report Option: Select 1 or 2
 - Select 1 to display process level, department, and employee



- Select 2 to display only employee information
- 9. Summary: Select Y to display grand totals or select N to display totals by employee
- 10. Employee Sequence: Type or select A or N
 - Select A to sort report results by Employee Name
 - Select N to sort report results by Employee Identification Number
- 11. Click Add to save report parameters. Status bar displays message Job Added

Submit Report



- 1. Click Quick Submit, status bar displays message Job has been submitted
- 2. Click Print Mgr to view the report results in your Print Manager

Example of Report Results

Report displays the totals for each deduction or deduction class identified in the parameters

Employee Deduction Rep	ort						
PR276 Date 07/05/19 Time 14:58	Employe	TATE OF ARIZONA e Deduction Rep : 06/01/19 - 07	ort			Page	1
	Report By	Deduction Code					
Employee Name	7903 - Amount	*ASRSRET Taxable	7509 Amount	- ASRS LTD Taxable		- DEPLIFE	g5 axable
	537.24		7.38		6.50		
Totals Company	537.24		7.38		6.50		