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Add A New Deduction to an Employee





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Add a New Deduction to an Employee



From your company dashboard, navigate to the employee list by clicking on the 4th blue box in the top right of the page.

You can also navigate to an employee from the 'Employee' option in the left sidebar. Once expanded, click the name of the appropriate employee.





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CURRENT PAYROLL

Check Date: July 27, 2018
Select

[View Preprocess Register](#)

Start Payroll — Enter Wages — Submit Payroll

QUICK LINKS

- Time Management
- Benefits
- SecureView
- HR Answers
- Hire and Onboarding

PAYROLL TRENDS

View: 3 Months

Start Date: [] End Date: []

Payroll Trend

| Check Date | Total Payroll Cost |
|------------|--------------------|
| 3/23 | \$30,000 |
| 3/31 | \$30,000 |
| 4/8 | \$25,000 |
| 4/16 | \$35,000 |
| 4/24 | \$180,000 |
| 5/2 | \$210,000 |
| 5/10 | \$30,000 |
| 5/18 | \$25,000 |
| 5/26 | \$25,000 |
| 6/3 | \$25,000 |
| 6/11 | \$25,000 |
| 6/19 | \$80,000 |

Save as PDF



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From the employee list, select the employee that needs updating by click on their name.

If you chose the employee from the left sidebar, skip this step.





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| | | | |
|----|---------|--------------|----------------------|
| 01 | Michael | ROBINSON | CEO |
| 02 | Michael | Robinson Jr. | Location Manager |
| 03 | Edna | Clerk | Sales Rep |
| 04 | Steven | Judge | Lead Instructor |
| 05 | Sarah | Scriber | Stockroom Support |
| 06 | Anna | Court | Cashiers |
| 07 | Paul | Lawman | Sales Rep |
| 08 | Brenda | Gavel | Lead Instructor |
| 09 | Donald | Witness | Customer Service Rep |
| 10 | Mary | Ruling | Cashier |

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You are taken to the employee's snapshot.

To locate their deductions, hover over the **“Payroll Setup”** tab in the top middle of the page so that a drop down appears.





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Robinson, Michael
ID# 01
CEO

Address
564 Green Dr
Huntersville NC 28078

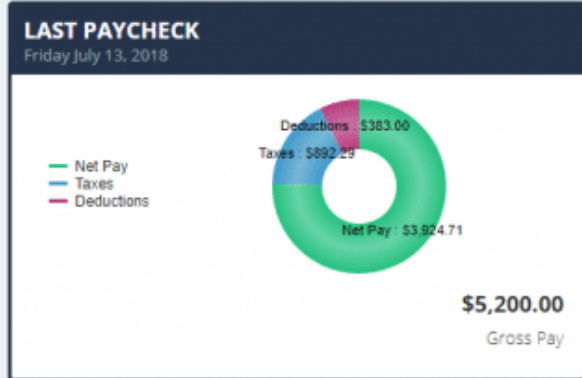
Birth Date
11/07/1960

Employee Status
Active

Hire Date
07/10/2017

Term Date
N/A

| | | | |
|----------------|---------|-----------------------|----------------|
| Pay Rate | Annual | Dependents | |
| Accruals | 40.00 | Fringe | 00 / Biweekly) |
| Direct Deposit | Account | Labor Allocation | |
| Deductions | 125 H | Pay Rates | |
| | | Tax Details | |
| | | Tax Forms/I-9 Details | |
| | | Where's Miscellaneous | |



TAX INFORMATION

| | |
|----------------|---|
| Tax Form: | W2 |
| Federal Taxes: | Filing Status: Married Exemptions: 2 |
| State Taxes: | North Carolina SITW North Carolina SUI NC State Reserve Tax |

From the drop down select the second option for **Deductions**.



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To add a new deduction, click on the “**Add New Deduction**” button in the top left corner of the table.

| Add New Deduction ← | | | | | | |
|---------------------|------------------------------------|-------------|--------------|------------|------------|----------------------------------|
| Deduction | Calc Code | Rate/Amount | Frequency | Start Date | End Date | |
| 125H - 125 Health | \$ - Flat Amount | 125.0000 | Every Period | 07/14/2017 | 12/31/2100 | End Deduction View/Edit ✕ Delete |
| 401K - 401K | %401k - % of 401(k) Eligible Earns | 4.0000 | Every Period | 07/14/2017 | 12/31/2100 | End Deduction View/Edit ✕ Delete |
| HSA - HSA | \$ - Flat Amount | 50.0000 | Every Period | 07/14/2017 | 12/31/2100 | End Deduction View/Edit ✕ Delete |

1 - 3 of 3 items



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A pop up appears for you to enter the deduction information.





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 Use company defined rate/ calculation

| | | | | | |
|-------------|--|--------------|---|--------------|---|
| Deduction * | <input type="text" value="125D - 125 Dental"/> | Calc Code | <input type="text" value="\$ - Flat Amount"/> | Rate/ Amount | <input type="text" value="0.000000"/> |
| Frequency | <input type="text" value="Every Period"/> | Start Date * | <input type="text" value="7/27/2018"/> | End Date * | <input type="text" value="12/31/2100"/> |
| Last Taken | <input type="text"/> | Agency | <input type="text"/> | Goal | <input type="text" value="0.00"/> |
| Paid | <input type="text" value="0.00"/> | Minimum | <input type="text" value="0.00"/> | Maximum | <input type="text" value="0.00"/> |
| YTD Max | <input type="text" value="0.00"/> | Misc Info | <input type="text"/> | | |

Department/ Job Details

| | | | |
|------------|----------------------|----------|----------------------|
| Department | <input type="text"/> | Location | <input type="text"/> |
| Job Code | <input type="text"/> | | |

A. Select the appropriate deduction code from the **Deduction** drop down.

B. Choose the **frequency** you'd like the deduction to be taken.

C. In the **Calc Code** drop down select whether the amount to be taken is a flat amount or a percentage.





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F. If this deduction should remain active, leave the **End Date** as 12/31/2100.

G. If there is an agency this deduction should be allocated to, select it from the **Agency** drop down.

H. If there are any minimum or maximum amounts that should be taken, enter them in the corresponding fields.



Once all information has been entered and reviewed for accuracy, click **Save and Close**.

The deduction will now show in the employee's deduction table and automatically be taken from their pay at the frequency selected.