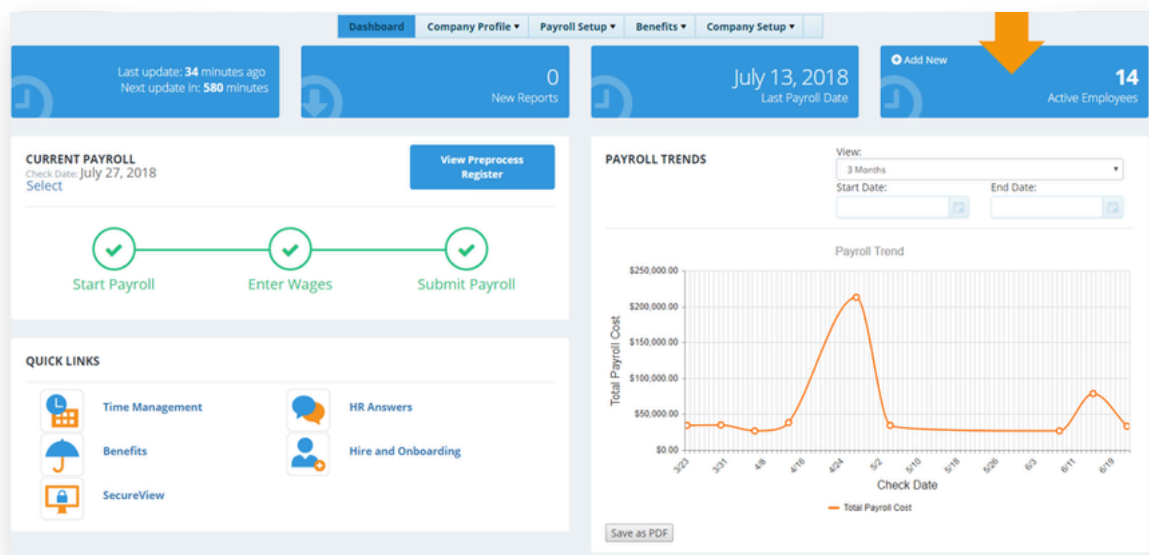


ADD A NEW DEDUCTION TO AN EMPLOYEE

1

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.



The screenshot shows the Payentry dashboard with the following elements:

- Navigation tabs: Dashboard, Company Profile, Payroll Setup, Benefits, Company Setup.
- Top right: "Add New" button (highlighted with a yellow arrow) and "14 Active Employees".
- Current Payroll section: "Check Date: July 27, 2018" with a "View Preprocess Register" button and a progress bar for "Start Payroll", "Enter Wages", and "Submit Payroll".
- Payroll Trends section: A line graph showing "Total Payroll Cost" over time, with a "Save as PDF" button below it.
- Quick Links section: Time Management, HR Answers, Benefits, Hire and Onboarding, and SecureView.

2

From the employee list, select the employee that needs updating by clicking on their name. *If you chose the employee from the left sidebar, skip this step.*

Employee ID	First Name	Last Name	Title
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

10 items per page

3

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.

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

The screenshot shows an employee snapshot for Michael Robinson, CEO. The 'Payroll Setup' dropdown menu is open, showing 'Deductions' as the selected option. The page includes sections for Payroll Details, Last Paycheck, and Tax Information.

PAYROLL DETAILS	
Pay Rate	Annu
Accruals	40.00
Direct Deposit	Accou
Deductions	125 H

LAST PAYCHECK	
Friday July 13, 2018	
\$5,200.00 Gross Pay	

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

4

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

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 X Delete
401K - 401K	9401k - 1% of 401(k) Eligible Earns	4.0000	Every Period	07/14/2017	12/31/2100	End Deduction View/Edit X Delete
HSA - HSA	\$ - Flat Amount	50.0000	Every Period	07/14/2017	12/31/2100	End Deduction View/Edit X Delete

5

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

- Select the appropriate deduction code from the **"Deduction"** drop down.
- Choose the frequency you'd like the deduction to be taken.
- In the **"Calc Code"** drop down, select whether the amount to be taken is a flat amount or a percentage.
- Enter the amount of the deduction in the **"Rate/Amount"** field.
- Choose the **"Start Date"** of when you'd like the deduction to become active.

- If this deduction should remain active, leave the **End Date** as 12/31/2100.
- If there is an agency this deduction should be allocated to, select it from the **“Agency”** drop down.
- If there are any minimum or maximum amounts that should be taken, enter them in the corresponding fields.

The screenshot shows a software window titled "Employee Deduction" with a close button (X) in the top right corner. The window is divided into two main sections: "Deduction Details" and "Department/ Job Details".

Deduction Details:

- Use company defined rate/ calculation
- Deduction ***: 125D - 125 Dental (dropdown)
- Calc Code**: \$ - Flat Amount (dropdown)
- Rate/ Amount**: 0.000000 (text input)
- Frequency**: Every Period (dropdown)
- Start Date ***: 7/27/2018 (calendar icon)
- End Date ***: 12/31/2100 (calendar icon)
- Last Taken**: (empty dropdown with calendar icon)
- Agency**: (empty dropdown)
- Goal**: 0.00 (text input)
- Paid**: 0.00 (text input)
- Minimum**: 0.00 (text input)
- Maximum**: 0.00 (text input)
- YTD Max**: 0.00 (text input)
- Misc Info**: (empty text input)

Department/ Job Details:

- Department**: (empty dropdown)
- Location**: (empty dropdown)
- Job Code**: (empty dropdown)

At the bottom of the window, there are two buttons: "Save and Close" and "Cancel".

6

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.