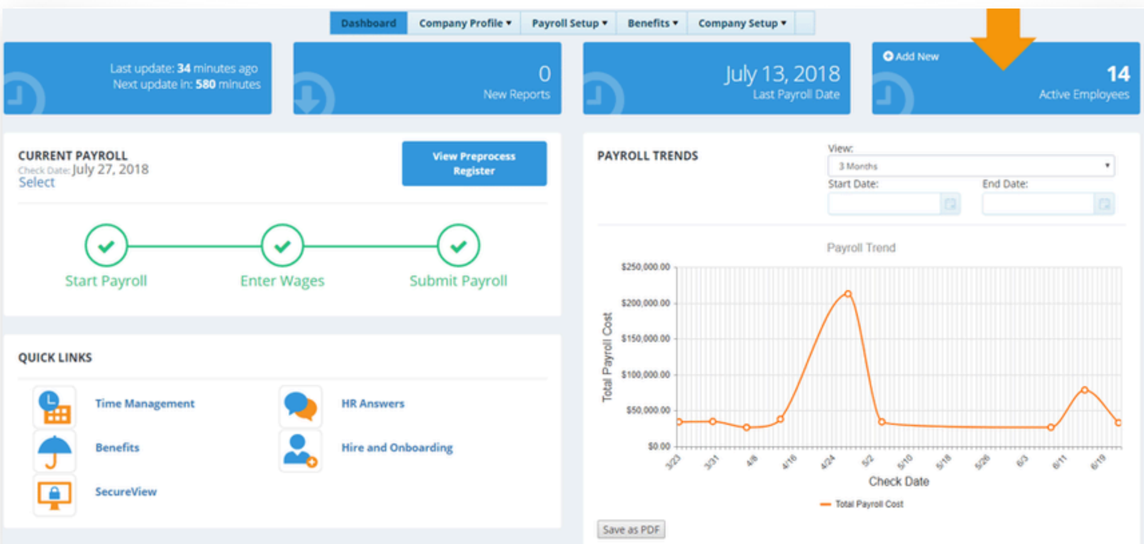
ADD A NEW DEDUCTION TO AN EMPLOYEE

Payentry®

1

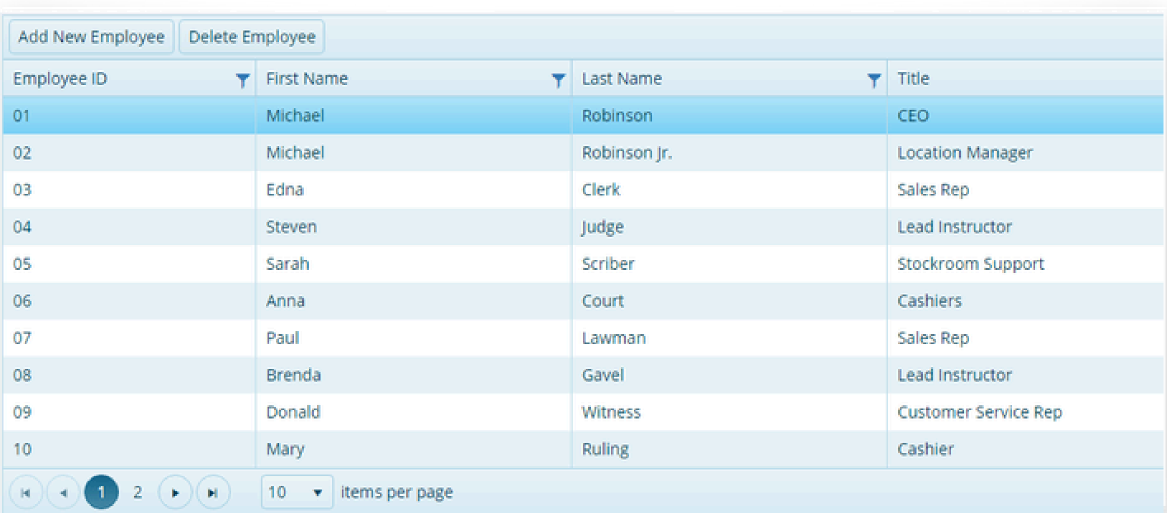
From your company dashboard, navigate to the employee list by clicking on the 4th blue box in the top right of the page.

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



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.*



Add New Employee | Delete Employee

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

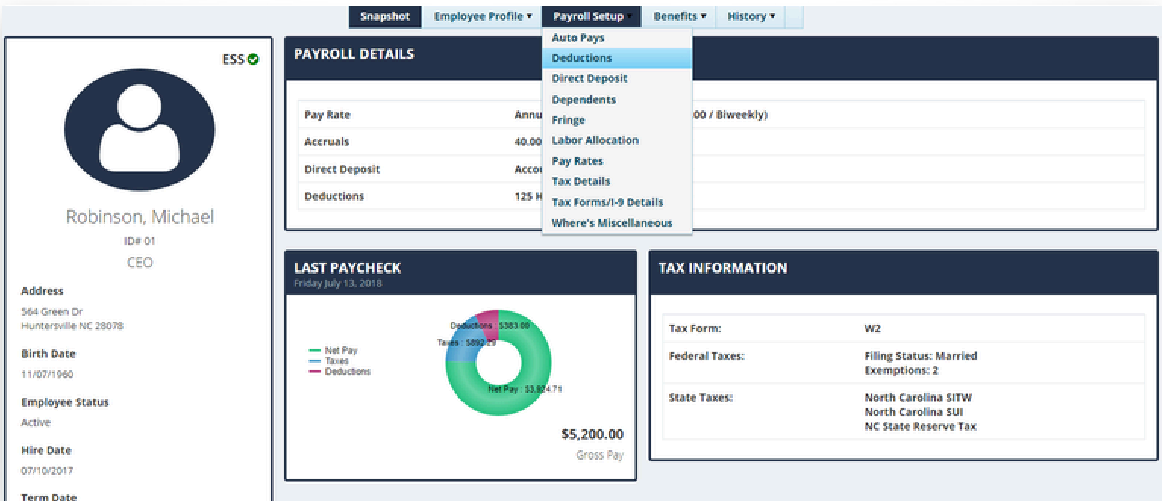
1 2 | 10 items per page

3

You are taken to the employee's snapshot.

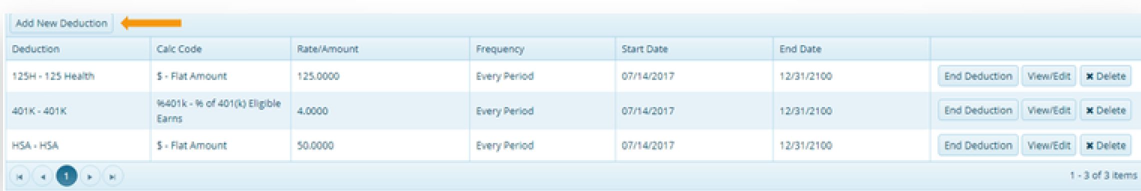
To locate their deductions, hover over the **"Payroll Setup"** tab in the top middle of the page so that a drop down appears.

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



4

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

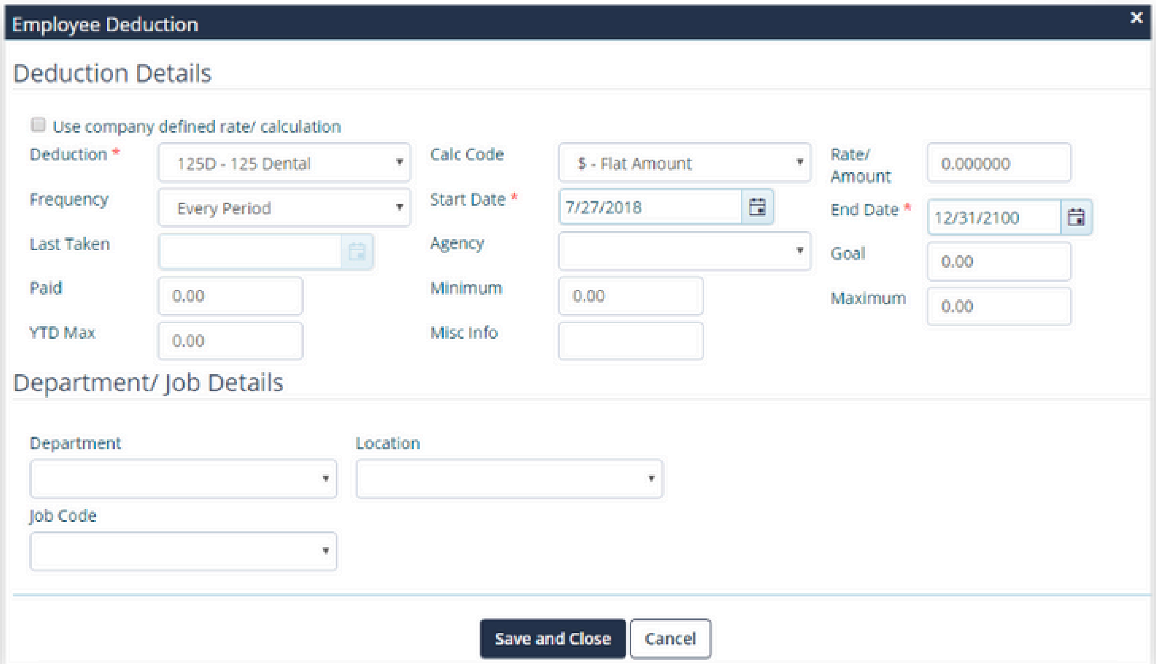


5

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.



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.

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