Employee Misc. Deductions

PROGRAM NAME: PRDEDUCT
MENU OPTION TITLE: Employee Misc. Deductions
MAIN MODULE: PAYROLL
HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

You will use this program to enter the miscellaneous deductions per employee as set up in the Divisional Earnings/Deductions program.

PROGRAM OPERATION

Employee Id: Enter the valid employee number or return to the name field and use the (IFF) functions to find the record you need.

Code: Enter the valid code for the deduction.

Amount: Enter the amount to be deducted per each pay period.

Total Ded: Enter the total amount to be deducted. If it is to be constantly deducted all year, then enter in a zero.

Amt Left: This will initially be the same amount as the "Total Ded", but will decrease as deductions are taken during payroll processing. This field will not zero out at yearend but will carry forward.

Freq: Enter the week of the month this is to be deducted as "1,2,3,or 4, or return to have the deduction taken weekly.

Vac Check? : Enter "Y" or "N" to having this deduction taken out of the employee's vacation check.

Percentage: Enter in a percentage if deductions are to be calculated against gross pay. During processing, Regular pay and additional and miscellaneous earnings are used to calculate gross pay.

Per Hour: This allows the deduction to be taken as a portion of the hourly pay, such as union dues.

Tax Status: You can set the deduction as taxable or non taxable. This determines if the deduction is subtracted from the gross earnings prior to any tax calculations during payroll processing.

STATISTICAL AMOUNTS, MTD, QTD, YTD: (What data needs to go here?)

Network Business Systems, Inc.