

Question: How do I permanently change a deduction?

You can change a deduction before entering the pay grid or while the pay grid is open. See below for both ways to access the employee's rates and salaries.

Outside pay grid

If you wish to make the change before starting the payroll, simply go to "Employees" and select the employee. Now select "Deductions" in the left menu.

WELCOME: ADMIN
MY PROFILE

PAYROLL EMPLOYEE SERVICES FRONT ROW REPORTS PAY VIEW SETTINGS

HOME | RUN PAYROLL | **EMPLOYEES** | COMPANY | REPORTS

Select an Employee

Last Name: Employee Number: Status:

Emp #	First Name	Middle Name	Last Name ▲	Status
9	IMA		CONTACT	Active
1	MATTHEW		GOSPEL	Active
2	MARK		GOSPEL	Active
3	LUKE		GOSPEL	Active
4	JOHN		GOSPEL	Active
6	GEORGE		HARRISON	Active
8	JOHN		LENNON	Active

PAYROLL EMPLOYEE SERVICES FRONT ROW REPORTS PAY VIEW SETTINGS

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Last Name Search

Employee: 4 : JOHN GOSPEL

Employee Demographics

First Name: Birthdate:

Middle Name: Ethnicity:

Last Name: EEOC:

Social Security #: Actual Marital Status:

Gender: Veteran Status:

Address Phone Email

Type	Address1	Address2	City	State	Zip	+4
Home Address	888 ARCHANGEL WAY		HOLY CITY	MD	21111	

Radcliffe

PAYROLL SERVICES
Certified Payroll Professionals

In pay grid

If you wish to make the change while in the pay grid, select the employee's name. Now select "Deductions." It will be on the top menu.

PayChoice
PAYROLL EMPLOYEE SERVICES FRONT ROW REPORTS PAY VIEW SETTINGS

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Check Date: 5/22/2009 for Pay Period: 5/3/2009 to 5/16/2009

Paygrid Check Date: 5/22/2009

Save Calculate Add Emp to Grid Add Add'l Check Add Column Search Print

Override	Emp #	Name	SALARY	REGULAR HOURS	OVERTIME HOURS	Base Rates	VACATION HOURS	SICK HOURS	OTHER \$\$\$
<input type="checkbox"/> no	1 9	CONTACT, IMA	10,000.00						
<input type="checkbox"/> no	1 4	GOSPEL, JOHN							
<input type="checkbox"/> no	1 3	GOSPEL, LUKE							
<input type="checkbox"/> no	1 2	GOSPEL, MARK	1,000.00						
<input type="checkbox"/> no	1 1	GOSPEL, MATTHEW	1,500.00						
<input type="checkbox"/> no	1 6	HARRISON, GEORGE							
<input type="checkbox"/> no	1 8	LENNON, JOHN	1,500.00						
<input type="checkbox"/> no	1 5	MCCARTNEY, PAUL							
<input type="checkbox"/> no	1 10	Nardo, Leo							
<input type="checkbox"/> yes	1 7	STARR, RINGO	1,000.00						

WELCOME: KATHY | MY PROFILE |

PAYROLL EMPLOYEE SERVICES FRONT ROW REPORTS PAY VIEW SETTINGS

HOME | RUN PAYROLL | EMPLOYEES | COMPANY | REPORTS

DATA ENTRY HAS BEEN SAVED.

Check Date: 5/22/2009 for Pay Period: 5/3/2009 to 5/16/2009

Paygrid Check Date: 5/22/2009 4 : GOSPEL, JOHN

Demographics Employment Rates & Salaries Taxes Deductions Direct Deposit Allocations

HELP

Pay Options

Pay Frequency: BiWeekly (26 cycles) Standard Hours: []

Payroll Status: [] Display Hours on Grid:

Work Shift: [] Calculate " Salary " Rate:

Annual Salary: \$520.00 Last Review Date: []

Report Employee As: Hourly Next Review Date: []

Overtime Exempt: Last Raise Date: []

Highly Compensated:

SAVE CANCEL

Amounts

Rate Name	Amount	Effective Date	End Date	Primary
SALES	\$ 20.00	5/7/2008		Yes

+ ADD NEW

Regardless of how you accessed the employee's information, you can make the deduction change using the following instructions. Select the deduction you wish to change. In this example we are changing the Café 3 amount.

Employee: 4 : JOHN GOSPEL

Employee Deductions

Show: Active

Name	Amount	Effective Date	Stop Date	Limit	Tax Key Word	Method	
ExpRemb					POSTTX	Flat Dollar Amount	Deactivate
CAFE 3	\$50.00	6/4/2009			CAFE3	Flat Dollar Amount	Deactivate
COSIMP1				\$11,500.00	COSIMP	Percentage Method	Deactivate
SIMPIRA				\$11,500.00	SIMPIRA	Percentage Method	Deactivate

+ ADD NEW

Select "Edit" under Rate Values.

Employee: 4 : JOHN GOSPEL

Deduction Definition

Name: CAFE 3 Description: CAFETERIA PLAN 3

Employee Override Company Default

Account Information:

Account Number:

SAVE CANCEL

Rate Values

	Amount	Effective Date	Stop Date
Edit	\$50.00	6/4/2009	

+ ADD NEW

Enter a stop date. Remember the effective date must fall within the pay period. Then click "Add New."

Employee: 4 : JOHN GOSPEL

Deduction Definition

Name: CAFE 3 Description: CAFETERIA PLAN 3

Employee Override Company Default

Account Information:

Account Number:

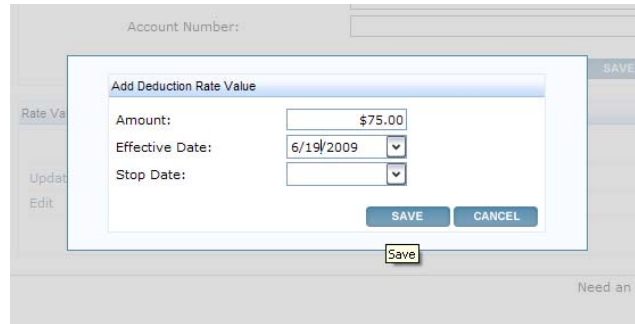
SAVE CANCEL

Rate Values

	Amount	Effective Date	Stop Date
Update Cancel	\$50.00	6/4/2009	6/18/2009

+ ADD NEW

Enter an effective date within the pay period. In this example 6/19/09 is the start of the new pay period. Hit Save.



The screenshot shows a software interface with a dialog box titled "Add Deduction Rate Value". The dialog box contains three input fields: "Amount" with a value of "\$75.00", "Effective Date" with a dropdown menu showing "6/19/2009", and "Stop Date" with an empty dropdown menu. Below the input fields are two buttons: "SAVE" and "CANCEL". The background interface shows a partially visible "Account Number:" field and a "Rate Va" label. A "Save" button is also visible below the dialog box.

In this example it will be 5/3/09, the start of the period. Enter the new employee deduction. You can choose to end it at a future date, if you wish, although it is not necessary. Hit Save.