



HRIS Job Role Training

Maintain Employee Deductions

Forms: PR14.1, PR15.1, PR15.2

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Introduction

Each employee's deductions are subtracted from his/her warrant on a bi-weekly basis. Deductions will vary between employees since some deductions are mandatory and others are voluntary.

- Mandatory deductions are **not** discussed in this lesson. Mandatory Deductions include Federal Taxes, State Taxes, FICA, Medicare, MQGE (where applicable), Garnishments and Retirement.
- Voluntary deductions may include SECC, Union Dues, Rent, Meals, Bus Card, etc. (Not all Employees are eligible for all deductions.) Voluntary deductions are discussed in this training lesson.
- DO NOT set up deductions for voluntary benefits (medical, dental, vision, supplemental life, dependent life, short term disability, medical and dependent care flex spending) nor deductions for basic life, retirement and LTD using these instructions. These deductions will be established through enrollment in the appropriate benefit plan.

Agency Payroll offices have the ability to add, change, and/or stop voluntary Employee deductions requiring manual set-up.

- Voluntary deductions can be entered on a daily basis using one of the following three forms:
 - Employee Deduction Form (PR14.1)* - use this form to view/update one deduction at a time for a single employee. Form should be used to add, change or delete deductions.
 - Deduction Speed Entry Form (PR15.1)* – use this form to view/update one deduction at a time for multiple employees. Form should be used to add or change deductions.
 - Employee Deduction Speed Entry Form (PR15.2)* – use this form to view/update multiple deductions at a time for a single employee. Form should be used to add or change deductions.

To properly setup a voluntary deduction the user must enter the date the deduction is to start in the Begin Date field. To stop a voluntary deduction, the user must enter the date the deduction is to stop in the End Date field.

- 👉 The GAO Central Payroll Office processes all Garnishment, Bus Card, ASRS Buy Back, and Savings Bond deductions.

Employee Deduction Form (PR14.1)

Add Voluntary Employee Deduction

The screenshot shows the HRIS Employee Deduction (PR14.1) form. The interface includes a top navigation bar with the HRIS logo, the title "Employee Deduction (PR14.1)", and a search bar containing "pr14.1". Below the navigation bar is a menu with options: Home, Add, Change, Delete, Previous, Inquire, Next, and Inquire. A "Your Employee Services" sidebar is on the left. The main form area contains the following fields and callouts:

- 1**: Search bar containing "pr14.1"
- 2**: Company field
- 3**: Employee field
- 4**: Deduction field
- 5**: Inquire button
- 6**: Amount or Percent field
- 7**: Addl or Minimum Amt, Pct field
- 8**: Brackets grouping Balance Type, Balance Amount, Priority, and Arrears fields
- 9**: Begin Date field
- 10**: End Date field
- 11**: Monthly Limit field
- 12**: Calculation Type field
- 13**: Your Employee Services sidebar

Other fields visible include: Exclude Amount, Deduction Cycles (a row of 12 dropdown menus), Payment Limit, Payment Description, and Country Code.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type PR14.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Deduction Form (PR14.1) will open.	
2	Company Field	R	Type '1' in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	System will bring up needed information.	You must enter the correct EIN. If you do not know the EIN then you can select the employee by clicking on the drop down arrow and completing a search.
4	Deduction Field	R	Type or select from the drop down menu the deduction code to be added.		Please see Manual Agency Deduction Codes under HRIS – Tools for further Information. The deduction code for SECC is 2999.
5	Inquire Button	R	Click Inquire	If the deduction does not exist, you should get the message "Employee Deduction Does Not Exist" in the lower left corner.	If you should get message "Inquiry Complete" in the lower left corner please refer to the 'Changing/Restarting Voluntary Employee Deduction (Page 7) ' section.
6	Amount/Percent Field	R	Type in the amount of the deduction using two decimals (ex. XX.XX).		<ul style="list-style-type: none"> For deductions, amounts are entered as dollar amounts (ex. 58.23). Percents are not used. If the deduction is for AFSCME Dues (Deduction – 3127) <u>do not enter an amount</u>, it will default from the deduction setup.
7	Addl or Minimum Amt, % Field Balance Type Field Balance Amount Field	N / A	No Action Required, these fields will default, if applicable to the deduction based on the deduction set-up.		If necessary, HRIS will populate these fields with applicable data after clicking Add or Change.
8	Priority Field Arrears Field Deduction Cycles Field	R R R	No Action Required, these fields will default, if applicable to the deduction based on the deduction set-up.		If necessary, HRIS will populate these fields with applicable data after clicking Add or Change.
9	Begin Date Field	R	Type in the beginning date of the deduction.		Date Format: MM/DD/YYYY Begin Date should be the date of entry into HRIS unless specifically noted with a future begin date.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
10	End Date Field	O	This field will be left blank for all deductions, with the exception of SECC		 If setting up an SECC deduction, the End Date will default from the plan set-up
11	Monthly Limit Field Payment Limit Field	O O	No Action Required, these fields will default, if applicable to the deduction based on the deduction set-up		If necessary, HRIS will populate these fields with applicable data after clicking Add or Change.
12	Calculation Type Field Payment Description Field Country Code Field	N / A	No Action Required, these fields will default, if applicable to the deduction based on the deduction set-up		If necessary, HRIS will populate these fields with applicable data after clicking Add or Change.
13	Add Button	R	Click 'Add' to save the changes.	You should get message "Add Complete – Continue" in the lower left corner.	The new deduction should be listed in the Deductions Folder when you Drill Around on the Employee's record. Additional required fields for the deduction populate after clicking Add, those include: Priority, Arrears, Deduction Cycles, Calculation Type, Payment Description and Country Code.

Changing/Restarting Voluntary Employee Deduction

The screenshot displays the HRIS State of Arizona interface for the 'Employee Deduction (PR14.1)' form. The page includes a top navigation bar with the HRIS logo, a search bar containing 'pr14.1', and a user welcome message 'Welcome Rita'. Below the navigation bar is a menu with options: '>> + Add', 'Change', '- Delete', '< Previous', '? Inquire', '> Next', and 'Inquire'. A 'Related Forms' dropdown is also present.

The main form area contains the following fields, each with a numbered callout:

- 1**: Search bar containing 'pr14.1'
- 2**: Company (text field)
- 3**: Employee (text field)
- 4**: Deduction (text field)
- 5**: Inquire button
- 6**: Amount or Percent (text field)
- 7**: Addl or Minimum Amt, Pct (text field)
- 8**: Balance Type (dropdown menu)
- 9**: Balance Amount (text field)
- 10**: Exclude Amount (text field)
- 11**: Priority (checkbox)
- 12**: Arrears (checkbox)
- 13**: Deduction Cycles (multiple dropdown menus)
- 14**: Begin Date (calendar icon)
- 15**: End Date (calendar icon)
- 16**: Monthly Limit (text field)
- 17**: Payment Limit (text field)
- 18**: Calculation Type (text field)
- 19**: Payment Description (text field)
- 20**: Country Code (text field)

At the bottom of the browser window, the status bar shows 'Done', 'Internet', and '100%' zoom level.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PR14.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Deduction Form (PR14.1) will open.	
2	Company Field	R	Type '1' in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	System will bring up needed information.	You must enter the correct EIN. If you do not know the EIN then you can select the employee by clicking on the drop down arrow and completing a search.
4	Deduction Field	R	Type or select from the drop down menu the deduction code to be updated.		Please see Manual Agency Deduction Codes under HRIS – Tools for further Information.
5	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner. All fields for the deduction should populate with the existing information (see screen shot above for example).	If you should get message "Employee Deduction Does Not Exist" in the lower left corner please refer to the 'Add Voluntary Employee Deduction (Page 4)' section of this manual.
6	Amount/ Percent Field	O	Type in the NEW amount for the deduction using two decimals (ex. XX.XX).		<ul style="list-style-type: none"> For deductions, amounts are entered as dollar amounts (ex. 58.23). Percents are not used. If the deduction is for AFSCME Dues (Deduction – 3127) do not enter an amount, it will default from the deduction setup.
7	Addl or Minimum Amt, % Field Balance Type Field Balance Amount Field	N / A	No Action Required, these fields will default, if applicable to the deduction based on the deduction set-up		If necessary, HRIS will populate these fields with applicable data after clicking Add or Change.
8	Priority Field Arrears Field Deduction	R R	No Action Required, these fields will default, if applicable to the deduction based on the deduction set-up.		If necessary, HRIS will populate these fields with applicable data after clicking Add or Change.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
	Cycles Field	R			
9	Begin Date Field	R	<p>If restarting a deduction that has previously been stopped type in a new start date. If you don't HRIS will populate the begin date of the deduction.</p> <p>Do not change this date when changing a deduction.</p>		If you are changing a deduction amount and the deduction already exists, do not change the start date, but if the deduction is stopped and is being restarted you will need to input a new start date. If this is not done correctly, history will be lost.
10	End Date Field	O	If the deduction has previously been stopped delete the End Date from this field.		 If setting up an SECC deduction, make sure applicable End Date defaults after clicking Add or Change.
11	Monthly Limit Field Payment Limit Field	O O	No Action Required, these fields will default, if applicable to the deduction based on the deduction set-up.		If necessary, HRIS will populate these fields with applicable data after clicking Add or Change.
12	Calculation Type Field Payment Description Field Country Code Field	N / A	No Action Required, these fields will default, if applicable to the deduction based on the deduction set-up.		Fields are for Display only. If necessary, HRIS will populate these fields with applicable data after clicking Add or Change.
13	Add/Change Buttons	R	<p>If restarting a deduction, click 'Add'.</p> <p>If changing a deduction click 'Change' to save the changes.</p>	<p>If you clicked Add, you should get a message "Add Complete – Continue" in the lower left corner.</p> <p>If you clicked Change, you should get a message "Change Complete – Continue" in the lower left corner.</p> <p>Changed fields will be displayed with the new values.</p>	The deduction updates should be available when you Drill Around on the Employee's record.

Stopping Voluntary Employee Deduction

NOTES

- Voluntary Deductions must be stopped when an employee terminates, if they are not stopped and the employee returns to state services the deductions will automatically begin again on the employee's first warrant.
- These deductions include SECC, rent, union dues, meals, etc

The screenshot shows the HRIS State of Arizona interface for the 'Employee Deduction (PR14.1)' form. The form is titled 'Employee Deduction (PR14.1)' and includes a navigation bar with buttons for '+ Add', 'Change', '- Delete', '< Previous', '? Inquire', '> Next', and 'Inquire'. A search bar contains 'pr14.1' and a 'Related Forms' dropdown is visible. The form fields are as follows:

- 1**: Search bar containing 'pr14.1'
- 2**: Company field
- 3**: Employee field
- 4**: Deduction field
- 5**: ? Inquire button
- 6**: Grouped fields: Amount or Percent, Addl or Minimum Amt, Pct, Balance Type, Balance Amount, Priority, and Arrears
- 7**: Deduction Cycles field
- 8**: Begin Date field
- 8**: End Date field
- 9**: Grouped fields: Monthly Limit, Payment Limit, Calculation Type, Payment Description, and Country Code
- 10**: Title 'Employee Deduction (PR14.1)'

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PR14.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Deduction Form (PR14.1) will open.	
2	Company Field	R	Type '1' in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	System will bring up needed information.	You must enter the correct EIN. If you do not know the EIN then you can select the employee by clicking on the drop down arrow and completing a search.
4	Deduction Field	R	Type or select from the drop down menu the deduction code to be updated.		Please see Manual Agency Deduction Codes under HRIS – Tools for further Information.
5	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner. All fields for the deduction should populate with the existing information	If you should get message "Employee Deduction Does Not Exist" in the lower left corner please refer to the 'Add Voluntary Deductions' training.
 When stopping a deduction, skip to step 8 (Page 11).					
6	Amount/Percent Field Addl or Minimum Amt, % Field Balance Type Field Balance Amount Field Priority Field Arrears Field Deduction Cycles Field	N / A R R R	No Action Required, these fields will default, if applicable to the deduction based on the deduction set-up.		If necessary, HRIS will populate these fields with applicable data after clicking Add or Change.
7	Begin Date Field	R	HRIS will populate the begin date of the deduction.		Do not change this date when changing a deduction.
8	End Date Field	O	Type in the End Date to stop the deduction.		If the Employee wants the deduction stopped for the current PAY PERIOD, then type in the compute date, otherwise,

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
					<p>enter the date the form is signed.</p> <p>If stopping voluntary deductions because the employee is terminated, use the term date or the date of the employee's last warrant if the deduction should occur on that warrant.</p> <p>If an SECC deduction exists and a End Date is already populated, you will need to change this date to the term date or the date of the employee's last warrant.</p>
9	Monthly Limit Field Payment Limit Field Calculation Type Field Payment Description Field Country Code Field	N / A	<p>No Action Required, these fields will default, if applicable to the deduction based on the deduction set-up.</p> <p>These fields are for display only: Calculation Type, Payment Description and Country Code.</p>		<p>If necessary, HRIS will populate these fields with applicable data after clicking Add or Change.</p>
10	Change Button	R	Click 'Change' to save the changes.	<p>You should get message "Change Complete – Continue" in the lower left corner.</p> <p>Changed fields will be displayed with the new values.</p>	<p>The deduction updates should be available when you Drill Around on the Employee's record.</p>

Deleting Voluntary Employee Deduction

NOTES

- HRIS does not allow you to delete deductions that contain history; you will have to stop the deduction instead of deleting it. Deductions can only be deleted if they were added to the Employee's record in error, and the deduction has not been processed in an HRIS Payroll Cycle.

The screenshot shows the HRIS Employee Deduction (PR14.1) form. The form is titled "Employee Deduction (PR14.1)" and includes a navigation bar with buttons for "Add", "Change", "Delete", "Previous", "Inquire", "Next", and "Inquire". The form fields are as follows:

- Company**: [Field] (Callout 2)
- Employee**: [Field] (Callout 3)
- Deduction**: [Field] (Callout 4)
- Amount or Percent**: [Field]
- Addl or Minimum Amt, Pct**: [Field]
- Exclude Amount**: [Field]
- Balance Type**: [Dropdown]
- Balance Amount**: [Field]
- Priority**: [Field]
- Arrears**: [Dropdown]
- Deduction Cycles**: [Dropdowns]
- Begin Date**: [Field]
- End Date**: [Field]
- Monthly Limit**: [Field]
- Payment Limit**: [Field]
- Calculation Type**: [Field]
- Payment Description**: [Field]
- Country Code**: [Field]

Callouts 1, 5, and 7 point to the top right area of the form, the "Inquire" button, and the "Employee" field respectively. Callout 6 points to the "Deduction Cycles" field. The HRIS logo and "State of Arizona" are visible in the top left corner. The user's name "welcome ksta" and "pr14.1" are visible in the top right corner.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PR14.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Deduction Form (PR14.1) will open.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	System will bring up needed information.	You must enter the correct EIN.
4	Deduction Field	R	Type or select from the drop down menu the deduction code to be deleted.		Please see Manual Agency Deduction Codes under HRIS – Tools for further Information. .
5	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner. All fields for the deduction should populate with the existing information	
6	Amount or Percent Field Add or Minimum Amt, % Field Balance Type Field Balance Amount Field Priority Field Arrears Field Deduction Cycles Field Begin Date Field End Date Field Monthly Limit	N / A	Do not change these fields.		

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
	Field Payment Limit Field				
7	Delete Button	R	Click 'Delete' to remove the deduction from the Employee's record.	You should get message "Records Have Been Deleted" in the lower left corner.	The deduction will no longer appear in the Employee's drill around file.

Deduction Speed Entry Form (PR15.1)

Adding/Changing Voluntary Employee Deduction

HRIS State of Arizona

Welcome Frank [logout]

Deduction Speed Entry (PR15.1)

pr15

+ Add Change Previous Inquire Next Inquire

Related Forms

Company: STATE OF ARIZONA

Deduction: 3001 SECC CONTRIBUTION - EE

Position To: 1473

FC	Employee	Amount or Percent	Balance Tp	Amount	Deduction Cycles									Begin Date	End Date	Prior		Arr
					1	2	3	4	5	6	7	8	9			Prior	Arr	
	21420	2.0000			X									01/01/1950	04/08/2005	9		D
	21423	2.0000			X									01/01/2005	12/31/2005	9		D
	21428	5.0000			X									01/01/1950	12/31/2004	9		D
	21430	5.0000			X									01/01/1950	12/31/2004	9		D
	21436	2.0000			X									01/01/2005	12/31/2005	9		D
	21442	1.0000			X									01/01/1950	12/31/2004	9		D
	21454	10.0000			X									01/01/1950	12/31/2005	9		D
	21459	2.0000			X									01/01/2005	12/31/2005	9		D
	21461	5.0000			X									01/01/1950	12/31/2004	9		D
	21465	2.0000			X									01/01/2005	12/31/2005	9		D
	21466	2.0000			X									01/01/1950	12/31/2005	9		D

Done

Internet 100%

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type PR15.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Deduction Speed Entry Form (PR15.1) opens.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Deduction Field	R	Type or select from the drop down menu the deduction code to be added/changed.		Please see Manual Agency Deduction Codes under HRIS – Tools for further Information.
4	Inquire Button	R	Click Inquire	You should get message “Inquiry Complete” in the lower left corner.	All Employees within the users security class enrolled in this deduction will appear on this form. Locate the EIN by utilizing the drop down in the Employee field. If adding a new Employee, you can type over the first row without impacting the information that appears on the form.
<p>If making changes to an existing Employee’s deduction, locate the Employee’s record by finding their EIN in the Employee field (Use Page Down if needed). Complete Steps: 5-8, then Step 11-12. On all SECC deductions, make sure the applicable End Date defaults from the deduction setup.</p> <p>If adding a new Employee, you can type over the first row without impacting the information that appears on the form. Click in the FC field of the first row and complete Steps: 5-9, then Step 11-12.</p> <p>If stopping the deduction for an existing Employee, locate the Employee’s record by finding their EIN in the Employee field (Use Page Down in needed). Complete Steps 5-6, then Step 10-12. On all SECC deductions, make sure the applicable End Date is entered.</p>					
5	FC Field	R	If adding a new Employee to the deduction, Type ‘A’ or select Add from the drop down menu. If stopping/changing an existing Employee’s deduction, Type ‘C’ or select Change from the drop down menu.	The selected function (Add, Change, Delete, Select) should appear in the FC field.	When adding information, If preferred you can clear all information on this form before making entries by clicking in the FC field and press CTL-SHIFT-K.
6	Employee Field	R	If adding a new Employee, type the Employee’s EIN.	System will bring up needed information.	You must enter the correct EIN.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
			If changing an existing Employee, verify the Employee's EIN.		
7	Amount/Percent Field	R	If adding a new Employee, type in the amount of the deduction using two decimals (ex. XX.XX). If changing an existing Employee, type in the NEW amount of the deducting using two decimals (ex. XX.XX).		<ul style="list-style-type: none"> For deductions, amounts are entered as dollar amounts (ex. 58.23). If the deduction is for AFSCME Dues (Deduction – 3127) do not enter an amount, it will default from the deduction setup.
8	TP Field Balance Amount Field Deduction Cycles Fields	O R	No Action Required, these fields will default, if applicable to the deduction based on the deduction set-up.		If necessary, HRIS will populate these fields with applicable data after clicking Add or Change.
9	Begin Date Field	R	If adding a new Employee, Type in the beginning date of the deduction. For an existing Employee do not change the Begin Date field.		Date Format: MM/DD/YYYY Begin Date should be the date of entry into HRIS unless specifically noted with a future begin date.
10	End Date Field	O	If applicable, Type in the End Date to stop the deduction.		If the Employee requests the deduction be stopped for the current PAY PERIOD, type in the compute date, if not, enter the date the form is signed.  If setting up an SECC deduction, make sure the applicable End Date defaults.
11	Prior Field Arr Field	R R	No Action Required, these fields will default, if applicable to the deduction based on the deduction set-up.		If necessary, HRIS will populate these fields with applicable data after clicking Add or Change.
12	Change Button	R	Click 'Change' to save the changes.	You should get message "Change Complete – Continue" in the lower left corner. Additional required fields will populate from the deduction.	The changes should appear in the Deductions Folder when you Drill Around on the Employee's record.

Deduction Speed Entry Form (PR15.2)

Add/Change Voluntary Employee Deduction

HRIS State of Arizona

Employee Deduction Speed Entry (PR15.2)

welcome Frank [logout]

pr15.2

Home

» + Add Change ◀ Previous ? Inquire ▶ Next | Inquire ▾

Related Forms ▾

Company 1

Employee 12345

STATE OF ARIZONA

Position To 7204

FC	Ded	Amount or Percent	Balance Tp	Amount	Deduction Cycles									Begin Date	End Date	Prior Arr		
					1	2	3	4	5	6	7	8	9			Prior	Arr	
	3001	2.0000			X									01/01/1950	12/31/2004	1	9	D
	3800	.2000			X									01/01/1950		1	1	D
	3802	1.0700			X									12/17/2001		1	1	D
	3804	.4000			X									01/01/1950		1	1	D
	3806				X									01/01/1950	09/02/2005	1	1	D
	3808	.6750			X									06/17/2006		1	1	D
	3999	.0100												12/17/2001		1	6	D
	7101	62.5000			X									10/17/2003	09/30/2004	1	2	A
	7102	310.3900			X									10/17/2003	09/30/2004	1	1	A
	7125	3.1700			X									10/15/2004	09/15/2005	1	4	D
	7203	4.0300			X									10/17/2003	09/30/2004	1	2	A

Done

Internet 100%

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type PR15.2 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Deduction Speed Entry Form (PR15.2) opens.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type or select from the drop down menu the EIN.	System will bring up needed information.	You must enter the correct EIN.
4	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner.	All deductions for this employee will appear on this form. Locate the deduction by utilizing the drop down in the Ded field. If adding a new deduction, you can type over the first row without impacting the information that appears on the form.
<p>If making changes to an existing deduction on the employee's record, locate the deduction code in the Ded field (Use PageDown if needed). Complete Step: 5-8, then Step 11-12. On all SECC deductions, make sure the applicable End Date is entered.</p> <p>If adding a new deduction, you can type over the first row without impacting the information that appears on the form. Click in the FC field of the first row and complete steps: 5-9, then Step 11-12</p> <p>If stopping an existing deduction, locate the deduction on the Employee's record by locating the deduction code in the Ded field (Use PageDown in needed). Complete Step 10-12. On all SECC deductions, make sure the applicable End Date is entered.</p>					
5	FC Field	R	If adding a new deduction to the employee's record, Type 'A' or select Add from the drop down menu. If stopping/changing an existing deduction, Type 'C' or select Change from the drop down menu.	FC selected should appear in the FC field.	When adding information, If preferred you can clear all information on this form before making entries by clicking in the FC field and press CTL-SHIFT-K.
6	Ded Field	R	If adding a new deduction, type or select from the drop down menu the deduction code. If changing an existing deduction, verify the deduction code in the Ded field.	System will bring up needed information.	Please see Manual Agency Deduction Codes under HRIS – Tools for further Information.
7	Amount/Percent	R	If adding a new deduction, type in		<ul style="list-style-type: none"> For deductions, amounts are

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
	Field		<p>the amount for the deduction using two decimals (ex. XX.XX).</p> <p>If changing an existing deduction, type in the NEW amount for the deducting using two decimals (ex. XX.XX).</p>		<p>entered as dollar amounts (ex. 58.23).</p> <ul style="list-style-type: none"> If the deduction is for AFSCME Dues (Deduction – 3127) do not enter an amount, it will default from the deduction setup.
8	TP Field Balance Amount Field Deduction Cycles Fields	O R	No Action Required, these fields will default, if applicable to the deduction based on the deduction set-up.		HRIS will populate these fields with applicable data from the deduction setup after clicking Add or Change.
9	Begin Date Field	R	<p>If adding a new deduction, Type in the beginning date of the deduction.</p> <p>If changing an existing deduction, do not change the Begin Date field.</p>		Date Format: MM/DD/YYYY Begin Date should be the date of entry into HRIS unless specifically noted with a future begin date.
10	End Date Field	O	Type in the End Date to stop the deduction.		<p>If the Employee wants the deduction stopped for the current PAY PERIOD, then type in the compute date, otherwise, enter the date the form is signed.</p> <p> If setting up an SECC deduction, make sure the applicable End Date is defaulted.</p>
11	Prior Field Arr Field	R R	No Action Required, these fields will default, if applicable to the deduction based on the deduction set-up.		HRIS will populate these fields with applicable data from the deduction setup after clicking Add or Change.
12	Change Button	R	Click 'Change' to save the changes.	<p>You should get message "Change Complete – Continue" in the lower left corner.</p> <p>Additional required fields will populate from the deduction.</p>	The changes should appear in the Deductions Folder when you Drill Around on the Employee's record.