

<b>Document Purpose</b>	<i>To help guide clients with employee recurring Schedule Earnings &amp; Deductions</i>
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Scheduled E/Ds are earnings and deductions that are scheduled to be processed automatically with every payroll. E/D codes are separated into three categories:

- Earnings Codes
- Deduction Codes
- Memo Codes

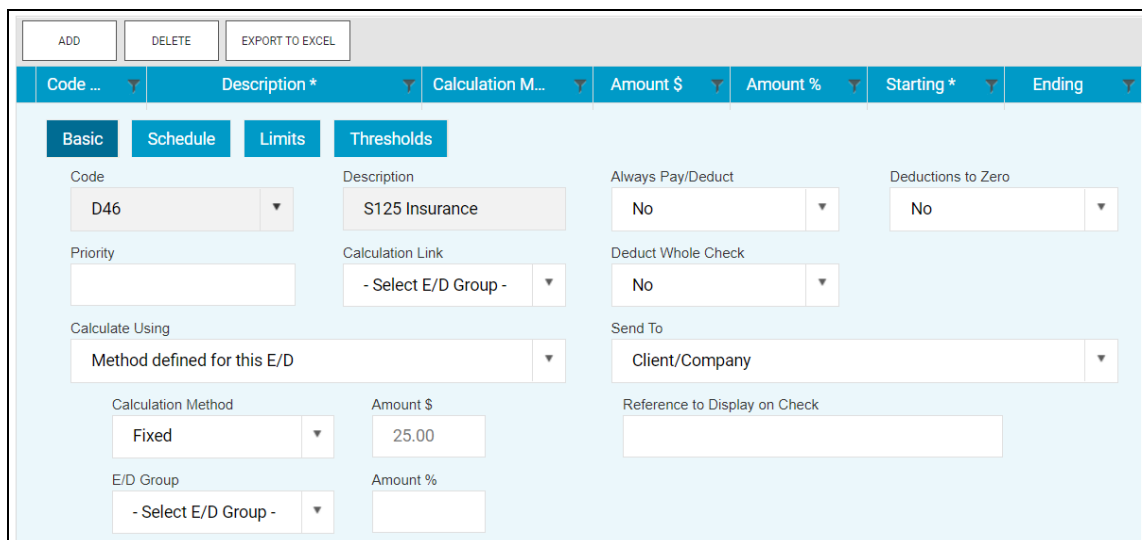
## Adding a Scheduled E/D

**Step 1: Employees - Scheduled EDs - Basic Tab**

### Setting up employee-level Scheduled E/Ds

To set up an employee-level Scheduled E/D:

1. Click the **Add** button to add a Scheduled E/D to the employee’s record.
2. From the **Code** drop down menu select the appropriate E/D code you need to set up on the employee. Once you have done this, the **Description** field will populate with the name of the code.
3. The **Calculation** field will default to **Fixed** in most cases. If the calculation needs to be something other than fixed, select the calculation method from the drop down.
4. Under either **Amount** or %, depending on the calculation method chosen, enter the amount or % that you would like the employee to have.



The screenshot shows a software interface for adding a Scheduled E/D. At the top, there are three buttons: 'ADD', 'DELETE', and 'EXPORT TO EXCEL'. Below these is a table header with columns: 'Code ...', 'Description \*', 'Calculation M...', 'Amount \$', 'Amount %', 'Starting \*', and 'Ending'. The main form is titled 'Basic' and contains several fields:

- Code:** D46 (dropdown)
- Description:** S125 Insurance (text field)
- Always Pay/Deduct:** No (dropdown)
- Deductions to Zero:** No (dropdown)
- Priority:** (empty text field)
- Calculation Link:** - Select E/D Group - (dropdown)
- Deduct Whole Check:** No (dropdown)
- Calculate Using:** Method defined for this E/D (dropdown)
- Send To:** Client/Company (dropdown)
- Calculation Method:** Fixed (dropdown)
- Amount \$:** 25.00 (text field)
- Reference to Display on Check:** (empty text field)
- E/D Group:** - Select E/D Group - (dropdown)
- Amount %:** (empty text field)

**\*\*Below are descriptions of the other fields that should not be altered unless instructed by your Account Manager\*\***

- **Always Pay/Deduct** - Offers flexibility to override E/D, similar to Blocking Week 1 - 5
  - **All Payrolls** - earnings are paid whether or not they are earned wages for the employee; deductions are tracked to be taken from the next payroll.
  - **Current Payrolls** - the E/D is applied to the current payroll whether or not there are earned wages for the employee. If the deduction exceeds the amount in check the amount is not tracked to be made up later.
  - If there are insufficient earnings for the deduction, the Scheduled E/D is processed based on the selection in the **Deductions to Zero** field.
  - **No** - if the employee has no wages in a payroll cycle, the system does not pay/deduct the E/D, nor is it tracked to be made up later.

**\*\*Calculation Link** - An E/D Group is a defined group of earnings that the system uses to calculate the percentage of a deduction\*\* For example: for employees contributing a percentage of their pay to a 401K, the system has to know what earnings to look at in the system to calculate the amount. We set up an E/D Group of the earning codes that the deduction code will look at to multiply the percentage the employee wants to have deducted. These will normally be defaulted on any E/D that they are needed on.

**Step 2: Employees - Scheduled EDs - Schedule Tab**

This tab has the starting/ending date for the Scheduled E/D, Payrolls Affected, Frequency and Blocks. Please see below for description of each option:

- **Starting Date** - starting date for the scheduled earning or deduction (**if updating amount no need to change the start date**)
- **Ending Date** - ending date for the scheduled earning or deduction
  - When deciding what date to enter, please note the system will use Check Date to start/stop deductions not the period begin/end date. . For example, if you use 8/22/2021 as the Effective Start Date, the payroll has a check date of 08/24/2021 with pay period dates from 08/12/2021 to 08/18/2021, the code will be brought into that payroll even though the pay period does not cover that starting date.
- **Payrolls Affected** - identify which payrolls are affected by the earning/deduction.
  - **All** - all payrolls employee is paid in
  - **Closest to 15th** - payrolls closest to check date of 15th
  - **First** - first check date of the month
  - **Last** - last check date of the month
- **Frequency** - How often the earning/deduction should occur
  - **Every Pay** - this code will pull into every payroll that you create, regardless of whether it is your normally scheduled payroll or a special payroll run.
  - **Every Scheduled Pay** - this code will only pull into your normally scheduled payrolls. For example, if you run a payroll bi-weekly, it will only pull into the standard 26 payrolls in a year.
  - **Annual** - occur once a year based on the effective start date
  - **Closest Scheduled to 15th of the Month** - this code will pull into the payroll closest to 15th check date

- **Every Other Scheduled Pay** - this code will pull into every other scheduled pay. For example, if you run a payroll bi-weekly, it will only pull into the payroll 13 times.
  - **First Scheduled of Month** - this code will pull into the first payroll of the month
  - **Last Scheduled of Month** - this code will pull into the last payroll of the month
  - **Quarterly** - this code will pull into the payroll based on the Month in Quarter you assign. You must also tell the system what Payrolls are Affected in the Quarter.
  - **Semi-Annual** - this code will pull into the payroll based on the Month in Period you assign. You must also tell the system what Payrolls are Affected in the Semi-Annual period.
- **Blocks Section** - allows you to block based on certain criteria
  - **Block Based On** - If there are blocks on any of the payrolls weeks, identify whether it is custom defined or being blocked to keep the deduction at four weeks per month.
  - **Weeks Blocked** - Identify which, if any, week(s) is blocked from having the deduction taken. Offers flexibility of blocking the deduction for a particular week.

Basic	Schedule	Limits	Thresholds
Effective Starting <input type="text" value="05/31/2019"/>		Affects Payrolls Affected <input type="text" value="All"/>	
Ending <input type="text"/>		Frequency <input type="text" value="Every Pay"/>	
		Blocks Block Based On <input type="text" value="Custom Defined"/>	
		Weeks blocked <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	

### Step 3: Employees - Scheduled EDs - Thresholds Tab

#### Targets - these fields refer to the goal amounts at which deductions stop

- **Action** - how the system handles the deduction once the target has been reached in the payroll
  - **Do Not Reset Balance and Remove Line** - this will leave the balance on the deduction and remove the line from the check lines in the payroll.
  - **Do Not Reset Balance but Leave Line** - this will leave the balance on the deduction and will leave the line on the check lines in the payroll.
  - **Reset Balance** - balance will be reset
  - **Reset Balance and Issue Agency Check** - system will reset balance and issue agency check (agency check must be attached to scheduled E/D on Basic tab)
- **Remaining** - number of times the target should be reset
  - If a number of targets are entered, and the Target Action = Reset Balance, each time the target is met, the balance is reset and the number of targets is reduced by one. When the number of targets reaches zero, an Effective End Date is entered on the Schedule tab.
- **Balance Taken**
  - **Amount \$** - Thresholds define at what amount Scheduled E/Ds are applied. They are used when an E/D group must reach a minimum amount before a deduction takes effect.

Basic
Schedule
Limits
Thresholds

**Targets**

Action

Remaining

Balance Taken

Amount \$

**Thresholds**

E/D Group

Amount \$

Use Pension Limit

Once all applicable fields have been entered or updated, select the "Save" icon at the top left above the toolbar options.

## Changing an Employee Scheduled E/D

### Step 1: Employees - Scheduled EDs - Basic Tab

1. To change the amount on an existing Earning or Deduction, click on the arrow to the far left of the Earning or Deduction to open the Details of the scheduled E/D.
2. Go to the applicable field (Amount or Percentage) and change the existing data.
3. Select the Save button to commit your changes.

Employees



SAVE
CANCEL

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101 - Moore, Pamela D.

- PERSONAL
- LABOR DEFAULTS
- ACA
- PAY
- FEDERAL
- STATE
- LOCAL
- CHILD SUPPORT
- DIRECT DEPOSIT
- SCHEDULED E/DS
- DELIVERY
- TIME OFF ACCRUAL
- EMPLOYEE PORTAL
- NOTES

ADD
DELETE
EXPORT TO EXCEL

Code *	Description *	Calculation Metho...	Amount \$	Amount %	Starting *	Ending
▶ D33	401k Deduct	% of E/D Group Amt		5	05/31/2019	
▶ D46	S125 Insurance	Fixed	152.5		05/31/2019	
▶ D47	HSA Single	Fixed	50		02/18/2021	
▶ D49	HSA Catch up	Fixed	50		02/18/2021	
▶ DD01	Direct Deposit - Netpay	None			05/31/2019	
▶ DD02	Direct Deposit #2	Fixed	150		05/31/2019	
▶ EGR	Gross Up	% of E/D Group Amt		108.284	12/04/2020	
▶ ENP	Net Pay	% of Disposable Earnings		100	12/04/2020	
▶ M33	401K Match	Pension Match			05/31/2019	

# Stopping an Employee Scheduled E/D

## Step 1: Employees - Scheduled EDs - Schedule Tab

This tab is where you will enter the ending date to stop a Scheduled E/D.

You will click in the Effective End Date field and either enter an end date manually or select the calendar icon to select the end date.

- When deciding what date to enter, please note the system is based on Check Date, not Pay Period dates. For example, if you put the Effective End Date as 08/22/2021 and the payroll has a check date of 08/24/2021 with pay period dates from 08/12/2021 to 08/18/2021, the code will not be brought into that payroll even though the pay period does not cover that starting date.

The screenshot shows the 'Schedule' tab of a software interface. At the top, there are buttons for 'ADD', 'DELETE', and 'EXPORT TO EXCEL'. Below these are columns for 'Code \*', 'Description \*', 'Calculation Metho...', 'Amount \$', 'Amount %', 'Starting \*', and 'Ending'. The 'Schedule' tab is selected, showing fields for 'Effective Starting' (05/31/2019) and 'Ending' (empty). There are also fields for 'Affects Payrolls Affected' (All), 'Frequency' (Every Pay), and 'Blocks' (Block Based On: Custom Defined, Weeks blocked: 1-5).

Examples below are of each scenario above:

### Adding a New Scheduled E/D (standard deduction with no additional setup):

The screenshot shows the 'Basic' tab of a software interface for adding a new Scheduled E/D. At the top, there are buttons for 'ADD', 'CANCEL', and 'EXPORT TO EXCEL'. Below these are columns for 'Code \*', 'Description \*', 'Calculation Metho...', 'Amount \$', 'Amount %', 'Starting \*', and 'Ending'. The 'Basic' tab is selected, showing fields for 'Code' (D46), 'Description' (S125 Insurance), 'Calculation Method' (Fixed), 'Amount \$' (25), 'Starting \*' (04/21/2021), and 'Ending'. Other fields include 'Always Pay/Deduct' (No), 'Deductions to Zero' (No), 'Deduct Whole Check' (No), 'Send To' (Client/Company), and 'Reference to Display on Check'.

## Changing a Scheduled E/D:

Code *	Description *	Calculation Metho...	Amount \$	Amount %	Starting *	Ending
D46	S125 Insurance	Fixed	27		04/21/2021	

Basic | Schedule | Limits | Thresholds

**Code**  
 Code:

**Description**  
 Description:

**Always Pay/Deduct**  
 Always Pay/Deduct:

**Deductions to Zero**  
 Deductions to Zero:

**Priority**  
 Priority:

**Calculation Link**  
 Calculation Link:

**Deduct Whole Check**  
 Deduct Whole Check:

**Calculate Using**  
 Calculate Using:

**Send To**  
 Send To:

**Calculation Method**  
 Calculation Method:

**Amount \$**  
 Amount \$:

**E/D Group**  
 E/D Group:

**Amount %**  
 Amount %:

**Reference to Display on Check**  
 Reference to Display on Check:

## Stopping a Scheduled E/D:

Code *	Description *	Calculation Metho...	Amount \$	Amount %	Starting *	Ending
D46	S125 Insurance	Fixed	27		04/21/2021	

Basic | Schedule | Limits | Thresholds

**Effective**  
 Starting:

Ending:

**Affects**  
 Payrolls Affected:

Frequency:

**Blocks**  
 Block Based On:

Weeks blocked:  1  2  3  4  5

EGR	Gross Up	% of Disposable Earnings	108.284		12/04/2020	
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2 items