

HRIS – Human Resources Information Solution

RESOURCE GUIDE: DEDUCTIONS





DEDUCTIONS

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Maintain Employee Deductions

Introduction

Employee deductions are taken from their paycheck on a bi-weekly basis. Deductions will vary between employees since some deductions are mandatory and others are voluntary.

- 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.
- To have voluntary deductions created, stopped, or changed, the employee will submit a GAO73 form to the Agency Payroll Specialist for processing.
- Mandatory deductions are **not** discussed in this lesson. Mandatory Deductions include Federal Taxes, State Taxes, FICA, Medicare, MQGE (where applicable), Garnishments and Retirement
- 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 are established through enrollment in the appropriate benefit plan.

Agency Payroll Specialists 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)** - View/update one deduction at a time for a single employee. Form is used to add, change or delete deductions.
 - **Deduction Speed Entry Form (PR15.1)** – View/update one deduction at a time for multiple employees. Form is used to add or change deductions.
 - **Employee Deduction Speed Entry Form (PR15.2)** – View/update multiple deductions at a time for a single employee. Form is 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. For additional information about deductions, refer to Payroll Guide listed on the Arizona Department of Administration, General Accounting Office (GAO) homepage.

The **GAO Central Payroll Office** processes all Garnishment, Bus Card, Retirement Service Purchase and deferred compensation deductions.



Employee Deduction Form PR14.1

Add Voluntary Employee Deduction

PR14.1 - Employee Deduction - PROD

Company: 100 STATE OF ARIZONA
 Employee: 15292300 HALPERT, JIM
 Deduction: 2999 SECC CONTRIBUTION-EE

1. Type **PR14.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. **Deduction:** Type or select the **Deduction Code** to be added
5. Click **Inquire** and review message in status bar:
 - If displayed message is **Employee Deduction Does Not Exist**, continue to step 6
 - If displayed message is **Inquiry Complete**, refer to the Change/Restart Voluntary Employee Deduction training section

PR14.1 - Employee Deduction - PROD

Amount or Percent: 10.00
 Addtl or Minimum Amt, Pct:
 Exclude Amount:
 Balance Type:
 Balance Amount:
 Priority:
 Arrears:
 Deduction Cycles: X X X
 Begin Date: 01/31/2020
 End Date:
 Monthly Limit:
 Payment Limit:
 BSI Formula:
 Calculation Type:
 Payment Description: SECC 1
 Country Code:

6. **Amount/Percent:** Type in the **dollar amount** of the deduction using two decimals (ex. XX.XX). Percentages are not used
7. **Deduction Cycles:** Select **X** for each cycle the deduction is taken
 - 1st box = 1st pay of month
 - 2nd box = 2nd pay of month
 - 3rd box = 3rd pay of the month
 - Type **X** in boxes 1, 2 and 3 to take on every paycheck
8. **Begin Date:** Select the **beginning date** of the deduction. Begin date is the date of entry into HRIS unless specifically noted with a future begin date



9. All remaining fields are left blank
10. Click **Add** to save
 - Status bar displays message **Add Complete-Continue**
 - HRIS will populate the blank fields with default values
 - The new deduction is listed in the Deductions Folder on the Drill Around tab of the employee's record

Change / Restart Voluntary Employee Deduction

The screenshot shows the top navigation bar with a search field containing 'PR14.1' and a 'Go' button. Below the navigation bar, the 'PR14.1 - Employee Deduction - PROD' header is visible. The main toolbar includes buttons for 'Data View', 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Inquire'. The search results display the following information:

Company	100	STATE OF ARIZONA
Employee	15292300	HALPERT, JIM
Deduction	2999	SECC CONTRIBUTION-EE

1. Type **PR14.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. **Deduction:** Type or select the **Deduction Code** to be changed
5. Click **Inquire**

The screenshot shows the 'PR14.1 - Employee Deduction - PROD' header and the 'Change' button highlighted in the toolbar. The form fields are as follows:

- Amount or Percent: 10.00
- Add or Minimum Amt, Pct: [Empty]
- Exclude Amount: [Empty]
- Balance Type: [Dropdown]
- Balance Amount: [Empty]
- Priority: [Empty]
- Arrears: [Dropdown]
- Deduction Cycles: X, X, X, [Dropdown]
- Begin Date: 01/31/2020
- End Date: [Empty]
- Monthly Limit: [Empty]
- Payment Limit: [Empty]
- BSI Formula: [Empty]
- Calculation Type: [Empty]
- Payment Description: SECC 1
- Country Code: [Empty]

6. **Amount/Percent:** Skip or type in the **NEW dollar amount** of the deduction using two decimals (ex. XX.XX). Percentages are not used
7. **Deduction Cycles:** Skip or type **X** for each cycle the deduction is taken
 - 1st box = 1st pay of month
 - 2nd box = 2nd pay of month
 - 3rd box = 3rd pay of the month



- Type **X** in boxes 1, 2 and 3 to take on every paycheck
8. **Begin Date:** Begin date is the date of entry into HRIS unless specifically noted with a future begin date
 - Do not change the begin date if changing cycles/amount
 - If restarting a deduction that was previously stopped, select the beginning date of the deduction
 9. **End Date** Leave blank. If restarting a deduction that was previously stopped, delete the date
 10. Click **Change** to save the changes. Status bar displays message *Change Complete - Continue*
 11. Click **Inquire** to verify changes were saved

Stop Voluntary Employee Deductions

Voluntary Deductions must be stopped when an employee terminates, if they are not stopped and the employee returned to State services, the deductions automatically begin with the employee’s first paycheck.

Voluntary deductions include SECC, rent, union dues, meals etc.

1. Type **PR14.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. **Deduction:** Type or select the **Deduction Code** to be stopped
5. Click **Inquire**

6. **End Date** Select a **stop date** for the deduction
 - To stop for the current PAY PERIOD, select the pay period end date



- If stopping voluntary deductions because the employee terminated, use the termination date or the date after the employee's last paycheck if the deduction should occur on that paycheck
 - If an SECC deduction exists with a future End Date, change the date to the term date or the date of the employee's last warrant
7. Click **Change** to save the changes. Status bar displays message **Change Complete - Continue**

Delete Voluntary Employee Deduction

HRIS does not allow deductions that contain history to be deleted; Stop the deduction instead of deleting it.

If deduction is added to the employee's record in error before processing in an HRIS Payroll Cycle, the deduction can be deleted.

1. Type **PR14.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. **Deduction:** Type or select the **Deduction Code** to be deleted
5. Click **Inquire**

6. Click **Delete** to remove the deduction from the employee's record
 - Status bar displays message **Records have Been Deleted**
 - The deduction will no longer appear in the employee's drill around file
7. Click **Inquire** to confirm deduction no longer exists



Deduction Speed Entry Forms

One Deduction for multiple Employees PR15.1

Use **Deduction Speed Entry PR15.1** to view/update the same deduction for multiple employees.

PR15.1 - Deduction Speed Entry - PROD

Company: 1GE STATE OF ARIZONA
 Deduction: 3521 DOC VAN POOL-PTX
 Position To: 192923QE

1. Type **PR15.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Deduction:** Type or select the voluntary **Deduction Code**
4. **Position To:** Leave blank or select the **Employee Identification Number (EIN)** to display results beginning with selected EIN
5. Click **Inquire**

PR15.1 - Deduction Speed Entry - PROD

Company: 1GE STATE OF ARIZONA
 Deduction: 3521 DOC VAN POOL-PTX
 Position To: 192923QE

FC	Employee	Amount or		Balance	Deduction Cycles									Begin Date	End Date	Pty	Arr
		Percent	Amount		1	2	3	4	5	6	7	8	9				
C	192923QE	50.0000			X									08/08/2009	01/31/2020	9	D
C	192924QE	50.0000			X									05/01/2011		9	D
	192925QE	50.0000												03/14/2011	04/01/2012	9	D
	192926QE	50.0000			X									08/08/2009	10/01/2013	9	D
A	192927QE	50.0000			X												

6. **FC:** Type **A** or **C**
 - Type **A** to add a new deduction and clear all fields on the form before making entries by clicking in the first row FC field and press **CTRL-SHIFT-K** on the keyboard
 - Type **C** to stop/change an existing deduction
7. **Employee:** Type or select the **Employee Identification Number (EIN)** if adding a new employee. If changing an existing Employee verify the EIN is correct.
8. **Amount/Percent:** Type in the **dollar amount** of the deduction using two decimals (ex. XX.XX)
 - Percentages are not used
 - Skip if no changes to the dollar amount
9. **Deduction Cycles:** Type **X** for each cycle the deduction is taken
 - 1st box = 1st pay of month



- 2nd box =2nd pay of month
 - 3rd box = 3rd pay of the month
 - Type **X** in boxes 1, 2 and 3 to take on every paycheck
10. **Begin Date:** Begin date is the date of entry into HRIS unless specifically noted with a future begin date
- Do not change the begin date if changing cycles/amount
 - If restarting a deduction that was previously stopped, select the new begin date of the deduction
11. **End Date** Select a **stop date** for the deduction or leave blank
- To stop for the current PAY PERIOD, select the pay period end date
 - If stopping voluntary deductions because the employee terminated, use the termination date or the date after the employee's last paycheck if the deduction should occur on that paycheck
 - If an SECC deduction exists with a future End Date, change the date to the term date or the date of the employee's last warrant
12. Click **Change** to save the changes. Status bar displays message **Change Complete – Continue**

Multiple Deductions for One Employee PR15.2

Use **Employee Deduction Speed Entry PR15.2** to view/update multiple deductions for a single employee

The screenshot shows the 'PR15.2 - Employee Deduction Speed Entry - PROD' interface. At the top right, a search bar contains 'PR15.2' and a 'Go' button. Below the search bar, a navigation bar includes 'Data View', 'Special Actions', '+ Add', 'Change', 'Previous', 'Inquire', 'Next', 'Inquire', and 'Related Forms'. The 'Inquire' button is highlighted. Below the navigation bar, there are three dropdown menus: 'Company' (set to '103'), 'Employee' (set to '19292305'), and 'Position To' (set to 'T105 - GP'). The text 'STATE OF ARIZONA' and 'HALPERT, JIM' is visible next to the 'Company' and 'Employee' dropdowns respectively.

1. Type **PR15.2** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. **Position To:** Leave blank or select the **Deduction Code** to display results beginning with selected deduction code
5. Click **Inquire**



PR15.2 - Employee Deduction Speed Entry - PROD

Data View | Special Actions | + Add | **Change** | Previous | Inquire | Next | Inquire | Related Forms

Company: 10E STATE OF ARIZONA
Employee: 192923QE HALPERT, JIM
Position To: T105 QE

FC	Ded	Percent	Type	Balance Amount	Deduction Cycles									Begin Date	End Date	Pty	Ar
					1	2	3	4	5	6	7	8	9				
C	2999	10.0000			X	X	X							01/31/2020		9	D
	3800	3000			X	X	X		X					01/01/2020		1	D
	3802	8300			X	X	X		X					01/01/2020		1	D
	3804	4000			X	X	X		X					01/01/2020		1	D
A	3521	50.00			X	X								01/31/2020			

6. FC: Type A or C

- Type **A** to add a new deduction and clear all fields on the form before making entries by clicking in the first row FC field and press **CTRL-SHIFT-K** on the keyboard
- Type **C** to stop/change an existing deduction

7. Ded: Type or select the **Deduction Code** if adding a deduction. If changing an existing deduction verify the Deduction Code is correct.

8. Amount/Percent: Type in the **dollar amount** of the deduction using two decimals (ex. XX.XX). Percentages are not used. Skip if no changes to the dollar amount

9. Deduction Cycles: Type **X** for each cycle the deduction is taken

- 1st box = 1st pay of month
- 2nd box = 2nd pay of month
- 3rd box = 3rd pay of the month
- Type **X** in boxes 1, 2 and 3 to take on every paycheck

10. Begin Date: Begin date is the date of entry into HRIS unless specifically noted with a future begin date

- Do not change the begin date if changing cycles/amount
- If restarting a deduction that was previously stopped, select the new begin date of the deduction

11. End Date Select a **stop date** for the deduction or leave blank

- To stop for the current PAY PERIOD, select the pay period end date.
- If stopping voluntary deductions because the employee terminated, use the termination date or the date after the employee's last paycheck if the deduction should occur on that paycheck
- If an SECC deduction exists with a future End Date, change the date to the term date or the date of the employee's last warrant

12. Click **Change** to save the changes. Status bar displays message **Change Complete - Continue**



Add Alternate Contribution Rate (ACR) Deduction

While ACR is not a voluntary employee deduction, it is a deduction the Agency Payroll Specialist creates when required. ACR is the Alternate Contribution Rate paid by the employer for an ASRS, CORP, PSPRS or EORP retiree who returns to work in a position that ordinarily contributes to the same retirement system the employee is retired from. To set up ACR use PR14.1 screen.

The screenshot shows the PR14.1 - Employee Deduction - PROD screen. The search field at the top right contains 'PR14.1' and the 'Go' button is highlighted. The 'Add' button in the top navigation bar is also highlighted. The form fields are filled with: Company: 100, Employee: 19292300, Deduction: 7956. The 'Begin Date' field is set to 01/31/2020. The 'End Date' field is empty.

1. Type **PR14.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. **Deduction:** Select the appropriate ACR **Deduction Code**
 - Select **7956** for ASRS
 - Select **7958** for CORP
 - Refer to ADOA GAO website for a complete listing of ACR Deduction Codes
5. **Begin Date:** Select the **date** the employee returned to work
6. Click **Add** to save
 - Status bar displays message **Add Complete-Continue**
 - The percent and deduction cycles will populate to the current ACR rate

To stop the deduction, enter a stop date in the end date box and click **Change**. Click **Inquire** to confirm the change occurred. Do not enter a stop date unless ACR ends in the current pay period.

Do not enter a future date in the End Date field.



One-Time Deductions

View Employee One-Time Deductions XR39.1

A one-time deduction is a deduction that is not taken on a regular basis for an employee. An arrears deduction is a one-time deduction the payroll system creates if an employee is on Leave Without Pay or does not have enough net pay to cover deductions. The one-time deductions are created and maintained by GAO Central Payroll or ADOA Central Benefits. To have a one-time deduction created, submit a GAO73A or GAO73B form to the appropriate department for processing. The XR39.1 form is view only.

FC	Employee	Ded	Amount	Date	Status	Chk Grp	Priority	Payment Description
	192923G HALPERT, JIM	3607	21.50	01/31/2020	C		9	BUS-PHX

1. Type **XR39.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. Click **Inquire**

If the employee has any one-time deductions entered, they will appear in the boxes.

- **Ded:** Deduction Code
- **Amount:** Deduction Amount. Refunds display as a negative amount, positive amounts will deduct
- **Date:** Date the deduction was added or the Pay Period End Date in which the deduction is associated
- **Payment Description:** Name of the deduction

One-time deductions can also be viewed by drilling on the one-time deduction folder under the employee's EIN.



One-Time Deductions Listing PR239

Run **One Time Deduction Listing (PR239)** to print a list of one-time deductions and arrears deductions.

Create Report Parameters

1. Type **PR239** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company:** Type or select **1**

5. **Process Level:** Leave blank or select a **Process Level** to limit results
6. **Employee:** Type or select the **Employee Identification Number (EIN)**. Type the EIN in both boxes to run for a single employee
7. **Deduction:** Leave blank or select the **Deduction Code** to limit results. If field is blank, report displays all one-time deductions
8. **Status:** Select **C Current**
9. **Record Selection:** Select **1** or **2**
 - Select **1 Standard** to display one-time deductions that are displayed on the XR39.1 (recommended)
 - Select **2 Manual** to display one-time deductions that are selected in a pending manual payment
10. Click **Add** to save report parameters. Status bar displays message **Job Added**



Submit Report

PR239 - One Time Deduction Listing - PROD

Special Actions ▾ + Add ✎ Change 🗑 Delete ◀ Previous 🔍 Inquire ▶ Next Quick Submit

Submit
Reports
Job Sched
Print Mgr

Job Name: QE

Job Description:

User Name: QE

Data Area/ID: **PROD**

1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

One Time Deduction Listing										
PR239		Date	01/31/20		Company		1 STATE OF ARIZONA			
		Time	13:59		STANDARD ONE TIME DEDUCTION LISTING					
Employee	Name		Ded Code	Amount	Status	Effective Date	P	Process R	C Level	Payment Description
192923	HALPERT	JIM	3607	21.50	Current	01/31/20	9	AB200		*BUS-PHX
			D181	2.29	Current	01/02/20	1	AB200		DELTA 2
Totals Employee		192923	3607	21.50	D181	2.29				
192924	BEESELY	HALPERT	3607	15.00	Current	01/31/20	9	AB200		*BUS-PHX
			D181	2.29	Current	01/02/20	1	AB200		DELTA 2
			M181	674.20	Current	01/02/20	1	AB200		AETNA
Totals Employee		192924	3607	15.00	D181	2.29				
			M181	674.20						

One-Time Deductions Audit Report ZR280

Use the ZR280 to list the content of the audit file for one-time deduction changes.

Always run in Report mode. The Update option is a purge function.

Create Report Parameters

Menu 🔍 ZR280 Go

ZR280 - One Time Deduction Audit Report - PROD

Special Actions ▾ + Add ✎ Change 🗑 Delete ◀ Previous 🔍 Inquire ▶ Next Quick Submit 📄 Work File Distribution

Submit
Reports
Job Sched
Print Mgr

Job Name:

Job Description:

User Name: QE

Data Area/ID: **PROD**

Parameters

Company: STATE OF ARIZONA

1. Type **ZR280** in search field, click **Go**
2. **Job Name:** Type a unique name for the report



3. **Job Description:** Type a detailed description of the report
4. **Company:** Type or select **1**

5. **Process Level:** Leave blank or select a **Process Level** to limit results
6. **Department:** Leave blank or select a **Department** to limit results
7. **Employee:** Type or select the **Employee Identification Number (EIN)**. Type the EIN in both boxes to run for a single employee
8. **Date:** Select the **date range** of the report. Date represents the HRIS entry day
9. **Update:** Select **R Report** ALWAYS
10. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report

1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager



Example of Report Results
Audit Description Column

- The **User Name** shows who entered or changed the one-time deduction
- The **Function Code** shows what action was taken. **A=** added **C=** changed and **D=** deleted
- The **Change Date** shows the date the action was taken
- The **Program Code** shows the screen the action was taken on

One Time Deduction Audit Report						
ZR280	Date 01/31/20 Time 14:16	One Time Deduction Audit Report Company 1 - STATE OF ARIZONA			Page 2	
Process Level AB200 - AB-DIRECTORS OFFICE		Department 20600 - ADMINISTRATIVE				
Employee 192924 BEESELY, HALPERT						
Deduction Code	Field Description	Previous Value	New Value	Audit Description	Value	
3607 BUS CARD-PHX-PTX-EE	Check Descr Check Grp		*BUS-PHX	USER NAME	ZR80.3	
EDM SEQ NBR 0	Ded Amt	0	15.00	FUNCTION CODE	A	
SEQ NBR 9998	Ded Priority	0	9	CHANGE DATE	01/31/20	
	Ded Type			CHANGE TIME	13:58:42	
	Effect Date	000000	013120	PROGRAM CODE	XR39	
	Process Level		AB200	TOKEN	XR39.1	
	Record Type					
	Status	0	2			
D181 DENTAL DELTA-ER PORT	Check Descr Check Grp		DELTA 2	USER NAME	ZR80.3	
EDM SEQ NBR 0	Ded Amt	0	2.29	FUNCTION CODE	A	
SEQ NBR 9999	Ded Priority	0	1	CHANGE DATE	01/31/20	
	Ded Type			CHANGE TIME	13:58:42	
	Effect Date	000000	010220	PROGRAM CODE	XR39	
	Process Level		AB200	TOKEN	XR39.1	
	Record Type					
	Status	0	2			
M181 MEDICAL-AETNA-ER POR	Check Descr Check Grp		AETNA	USER NAME	ZR80.3	
EDM SEQ NBR 0	Ded Amt	0	674.20	FUNCTION CODE	A	
SEQ NBR 9999	Ded Priority	0	1	CHANGE DATE	01/31/20	
	Ded Type			CHANGE TIME	13:58:42	
	Effect Date	000000	010220	PROGRAM CODE	XR39	
	Process Level		AB200	TOKEN	XR39.1	
	Record Type					
	Status	0	2			
M181 MEDICAL-AETNA-ER POR	Check Descr Check Grp			USER NAME	ZR80.3	
EDM SEQ NBR 0	Ded Amt	0		FUNCTION CODE	C	
SEQ NBR 9999	Ded Priority	0		CHANGE DATE	01/31/20	
	Ded Type			CHANGE TIME	14:16:27	
	Effect Date	000000		PROGRAM CODE	ZR80	
	Process Level		M	TOKEN	ZR80.3	
	Record Type					
	Status	0				

In the screen shot of the report result, it shows the one-time deductions were entered on the XR39.1 screen and then changed on the ZR80.3 screen. This means that the one-time deduction was selected into a manual warrant.



Deduction Audit Report PR280

Run **Deduction Audit Report (PR280)** to display changes made to employee's Deduction Master records.

Create Report Parameters

1. Type **PR280** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company:** Type or select **1**

5. **Report Option:** Select **1** or **2**
 - Select **1** to specify Employees
 - Select **2** for an Employee Range
6. **Employees:** Select the **Employee Identification Number** of up to five employees if Report Option 1 is used. Leave blank if Report Option 2 is used.
7. **Employee Range:** Select the **Employee Identification Number** beginning and ending range to be included in the report if Report Option 2 is used. Leave blank if Report Option 1 is used.
8. **Deduction Code:** Leave blank or select up to three **Deduction Codes** to limit results

9. **Fields:** Leave blank or select a **Deduction Master Item** to limit results
10. **UserID:** Type a **User ID** or **Y.E.S. ID** to limit results to changes made by a specific user



- Y.E.S. ID = **W** followed by employee’s **Employee Identification Number** i.e. W123456
- Prior to 2019 the YES webIDs were **lawsea** and **empweb1** for all YES changes

11. **Date:** Select the beginning and end date range

12. **Employee Sequence:** Type or select **A** or **N**

- Select **A** to sort report results by Employee Name
- Select **N** to sort report results by Employee Identification Number

13. **Update:** Select **R Report** ALWAYS

14. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report

1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

For additional instructions on how to view reports, see the Agency HRIS Intro Training for On Demand Reports.

Example of Report Results

Deduction Audit Report							
PR280	Date 07/05/19	Company 1 - STATE OF ARIZONA					Page 1
	Time 13:45	Deduction Audit Report					
Employee							
Deduction Code	Field Description	Previous Value	New Value	Effect Date	Change Date	Change By	Change Time
M027 BCBS OF ARIZONA EPO-ER	Ending Date		061419	01/01/19	06/28/19		06:03:44
M028 BCBS OF ARIZONA EPO-ER	Ending Date		061419	01/01/19	06/28/19		06:03:44
3800 TECHNOLOGY CHARGE-ER	Amount or Percent	.3000	.4300	06/28/19	06/28/19		09:37:38
M027 BCBS OF ARIZONA EPO-ER	Amount or Percent		115.5700	07/04/19	06/28/19		06:03:44
	Arrears		A	07/04/19	06/28/19		06:03:44
	Deduction Cycles		X X X	07/04/19	06/28/19		06:03:44
	Effective Date		070419	07/04/19	06/28/19		06:03:44
	Priority		2	07/04/19	06/28/19		06:03:44
M028 BCBS OF ARIZONA EPO-ER	Amount or Percent		605.2700	07/04/19	06/28/19		06:03:44
	Arrears		A	07/04/19	06/28/19		06:03:44
	Deduction Cycles		X X X	07/04/19	06/28/19		06:03:44
	Effective Date		070419	07/04/19	06/28/19		06:03:44
	Priority		1	07/04/19	06/28/19		06:03:44
Total Log Records To Be Purged:		13					



Deduction by Payment Report PR275

Run **Deduction Report (PR275)** to print a report of payroll deduction amounts. Define report parameters to select records for a specific deduction or deduction class. If a deduction class is selected, the report includes all deductions associated with that deduction class.

Create Report Parameters

PR275 - Deduction Report - PROD

Special Actions ▾ + Add Change Delete Previous Inquire Next Quick Submit Work File Distribution

Submit Reports Job Sched Print Mgr

Job Name

Job Description

User Name admin

Data Area/ID PROD

Parameters

Company 10 STATE OF ARIZONA

1. Type **PR275** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company:** Type or select **1**

PR275 - Deduction Report - PROD

Special Actions ▾ + Add Change Delete Previous Inquire Next Quick Submit

Process Level

Department

Deduction Class

Deduction 7903 RETIREMENT ASRS-EE

Employee 192923 - 192923

Date 07/01/2019 - 06/30/2020

Employee Sequence

Report Option N Employee Totals

5. **Deduction:** Leave blank or select a **Deduction Code** to limit results
6. **Employee:** Type or select the **Employee Identification Number (EIN)**. Type the EIN in both boxes to run for a single employee
7. **Date:** Select a date to define the beginning and ending date range of records to include in the report
15. **Employee Sequence:** Type or select **A** or **N**
 - Select **A** to sort report results by Employee Name
 - Select **N** to sort report results by Employee Identification Number
8. **Report Option:** Select **Y** to display grand totals or select **N** to display totals by employee



9. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report

PR275 - Deduction Report - PROD

Special Actions ▾
+ Add
✎ Change
🗑 Delete
◀ Previous
🔍 Inquire
▶ Next
Quick Submit

Submit
Reports
Job Sched
Print Mgr

Job Name

Job Description

User Name

Data Area/ID PROD

1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

Report displays each deduction for the deduction code and will show a total for that deduction at the end of the listing.

Deduction Report						
PR275	Date 07/05/19 Time 12:49	Company 1 STATE OF ARIZONA Deduction Report Date Range -				Page 3
Deduction Class	THR 3RD PARTY VENDORS	Deduction Code	7903 RETIREMENT ASRS-EE			
Process Level	ADPSG AD-FINANCIAL SERVICES DIV GAO					
Employee Name	SSN	Payment	Date	Amount		

		32241259	03/01/18	218.08		
		32279193	03/15/18	218.08		
		32317273	03/29/18	218.08		
		32355241	04/12/18	218.08		
		32393191	04/26/18	218.08		
		32431225	05/10/18	218.08		
		32469253	05/24/18	218.08		
		32507101	06/07/18	218.08		
		32544992	06/21/18	274.78		
		32582733	07/05/18	218.08		
		32620476	07/19/18	223.85		
		32658026	08/02/18	223.85		
		32695580	08/16/18	223.85		
		32733292	08/30/18	223.85		
		32770941	09/13/18	268.62		
		32808652	09/27/18	268.62		
		32846530	10/11/18	268.61		
		32884480	10/25/18	268.62		
		32922344	11/08/18	268.62		
		32960173	11/22/18	268.62		
		32997797	12/06/18	268.62		
		33035496	12/20/18	268.62		
		33073179	01/03/19	268.62		
		33110733	01/17/19	268.62		
		33148447	01/31/19	268.62		
		33186127	02/14/19	268.62		
		33223932	02/28/19	268.62		
		33261644	03/14/19	268.62		
		33299391	03/28/19	268.62		
		33337097	04/11/19	268.62		
		33374746	04/25/19	355.92		
		33412372	05/09/19	268.62		
		33449927	05/23/19	268.62		
		33487473	06/06/19	268.62		
		33525039	06/20/19	268.62		
		33562542	07/04/19	268.62		
Employee Deduction Code Total				29,069.38		
Total Deduction Code For Process Level ADPSG				29,069.38		
Total Deduction Class For Process Level ADPSG				29,069.38		



Deduction Totals Report PR276

Run **Employee Deduction Report (PR276)** to print a report of employee deduction information. This report shows deduction history as a total, not by payment.

Produce a report that includes deduction information in various levels of detail by entering different combinations of report option and summary.

Create Report Parameters

1. Type **PR276** in search bar, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company:** Type or select **1**
5. **Employee:** Type or select the **Employee Identification Number (EIN)**. Type the EIN in both boxes to run for a single employee

6. **Date:** Select **dates** to define the beginning and ending date range of records to include in the report
7. **Deduction:** Leave blank or select up to three **deductions** to limit results
8. **Report Option:** Select **1** or **2**
 - Select **1** to display process level, department, and employee



- Select **2** to display only employee information
9. **Summary:** Select **Y** to display grand totals or select **N** to display totals by employee
 10. **Employee Sequence:** Type or select A or N
 - Select **A** to sort report results by Employee Name
 - Select **N** to sort report results by Employee Identification Number
 11. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report

1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

Report displays the totals for each deduction or deduction class identified in the parameters

Employee Deduction Report						
PR276	Date 07/05/19		Company 1	STATE OF ARIZONA		Page 1
	Time 14:58			Employee Deduction Report		
				Date Range 06/01/19 - 07/01/19		
				Report By Deduction Code		
			7903 - *ASRSRET	7509 - ASRS LTD	L105 - DEPLIFES	
Employee Name	Amount	Taxable	Amount	Taxable	Amount	Taxable
-----	537.24		7.38		6.50	
Totals Company	537.24		7.38		6.50	