Introduction

This article walks you through the options that may be available to add a deduction to an employee's profile. The options available will be reflected based on the client's request to the Service Bureau to customize a deduction routine. If an employee has insufficient net pay to take a deduction, isolved will automatically track the balance.

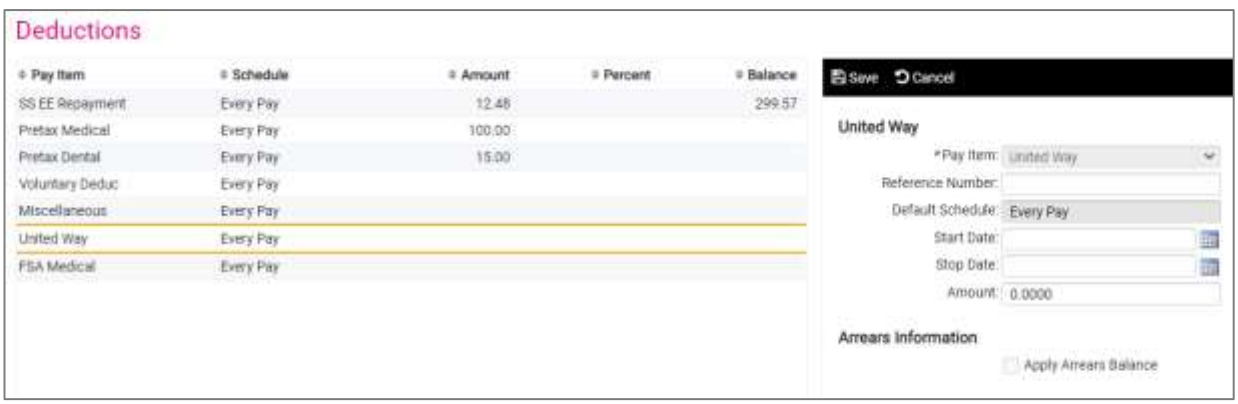
isolved benefits functionality is another method to automatically create a deduction for items such as medical, dental, vision or insurance plans. When benefits have been configured by the isolved benefits specialist, a deduction will be governed by the benefit rules. These deductions will be listed on the **Deduction** screen but will be updated on the Employee **Benefit Plan** screen.

Employee Deduction

Navigate to Employee Management > Employee Pay > Deductions. Select the employee.

A list of all deductions set up at the client level will be available. Select the deduction you want to add or update.

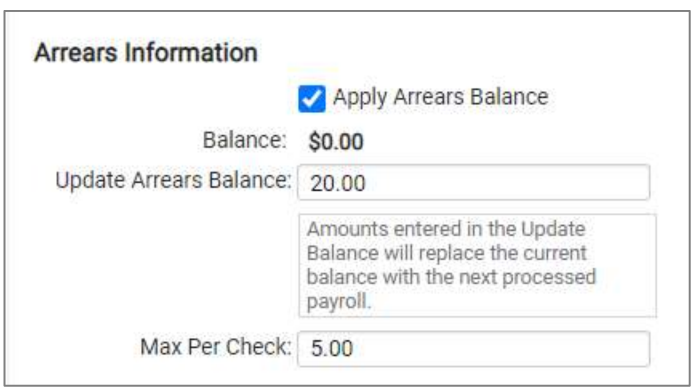
The options based on the client level setup will be available on the right-hand side of your screen. These options can vary based on the client's request when originally set up. If you need to add or change these options, you must reach out to your Customer Service Representative.



Here are some of the options available:

- **Pay Item:** This field is hard-coded with the deduction name you selected by highlighting the deduction name on the left side menu. These are all deductions configured on the client level that allow employee overrides.
- **Reference:** Optional. May be good for a loan number or policy number. If added, it is available in reports.
- **Default Schedule:** The schedule set up at the client level per client's request. This indicates how often and when the deduction will be withheld from the employee's check.
- **Schedule Override:** This option only appears if requested by the client. If the employee selected needs the deduction selected to be withdrawn on a different schedule then the default, select the schedule in the drop-down menu.

- **Start Date:** Optional. The deduction will begin with the next payroll if none selected. If future dated, will begin when the period begins, and end dates period are included in the Start Date.
  IMPORTANT: Do not add a future start date and amount if an existing amount appears under a deduction. In doing this, the original deduction is overridden and will no longer be withheld from the employee's check.
- **Stop Date:** Optional. The deduction will end when the period begins, and end dates are included in the Stop Date. You are also able to change the Amount and/or Percent to zero and nothing will be withheld starting with the next payroll.
- **Balance:** The balance is only available if the client requested for isolved to track the balance of a deduction. If available, an amount must be entered for the amount to be withdrawn. If there is no balance, the system will assume the deduction is paid and not withdraw the amount entered. When the balance reaches zero, the deduction will automatically stop.
- **Amount:** The dollar amount of the deduction to be withdrawn from the employee's pay based on the schedule entered.
- **Percent:** This option only appears if the deduction can be entered in either an amount or a percent like 401K or 403B type deductions.
- **Apply Arrears Balance:** This option is only available if client requested. When this is checked at the client level, the following routine will be available:
  Note: Any shortage not withdrawn will automatically be withdrawn along with the scheduled deduction with the next payroll.
- **Balance:** This is system generated and calculated each payroll.
- **Update Arrears Balance:** This is used to change the balance. For instance, if an employee gives you cash to reduce their balance. You may enter the new amount here, and it will be updated with the next payroll processing.
- **Max Per Check:** If you want to pay the balance over time, as opposed to doing so in one lump-sum, the **Max Per Check** can be used. In the sample screenshot, the balance will be repaid at $5 per-check until the balance reaches zero.



Once all options are completed, click **Save** to add the deduction to the employee's record.

Note:

Please watch for this specific scenario when using the Arrears Balance.

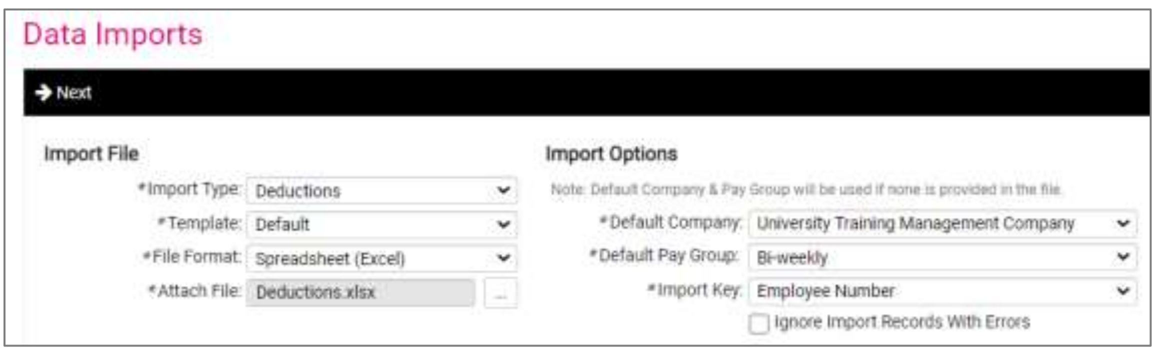
1. The Client has "Allow Apply Arrears Employee Override" checked on the client level deduction screen.
2. The employee has "Apply Arrears Balance" checked with a balance (Save).
3. A specific employee has "Apply Arrears Balance" unchecked but the balance was not removed.
4. A client has the "Apply Arrears by Default" checked and leaves the "Allow Apply Arrears Employee Override" checked

Result:

Employee *will not* have the "Apply Arrears Balance" checkbox checked even though "Apply Arrears by Default" is checked.

Employee Deduction Import

Navigate to Conversion Management > Data Imports. Select the following to import multiple employee deductions at one time:



- Import Type: Select "Deductions" from the drop-down menu.
- Template: Select "Default."
- File Format: Select the format of the file being imported. The acceptable File Formats include:
    - Spreadsheet – Excel
    - Comma Delimited File (CSV)
    - Fixed Format File
- Attach File: Click on the ellipsis icon and select the file to import.
- Default Company: If importing one company in file, select the Default Company in the drop-down menu.
    - If there is only one company associated with your account, no drop-down will be available.
    - If importing multiple companies in the import file, add a column on the import file titled "Legal" and it will override the default chosen here.

- **Default Pay Group:** If importing one Pay Group in file, select the Pay Group in the drop-down menu.
    - If there is only one Pay Group associated with the Default Company, no drop-down will be available.
    - If importing multiple Pay Groups in the import file, add a column on the import file titled "PayGroup" and it will override the default chosen here.
- **Import Key:** Select either:
    - Employee Number
    - Social Security Number
    - TimeClock ID – If selecting TimeClock ID, make sure an entry is made per employee under Employee Management > Employee Maintenance > General. The entry appears under Employment Information > Timeclock ID.
- **Ignore Import Records with Errors:** If there is a formatting error in the file, it will ignore all entries with errors and only import items without errors.
- Click on **Next:** This reviews your file for valid information and formatting, mapping.
- **Review Warnings & Errors:** An excel spreadsheet can be viewed with errors or warnings. Correct and repeat process.
  Note: You can import the file with warnings. However, unless you select "Ignore Import Records with Errors," you are not able to import the file with Errors.
- Click **Next:** By selecting this, it commits the file and information to the system.

Note:

If you do not have access to this screen, please contact your Customer Service Representative to import the file for you.

Your import file can be created in any acceptable format and contain the following headings:

Column Heading	Information from isolved	Notes
Legal	Client ID	Optional. Only used if importing more than one Legal in the file
PayGroup	Pay Group Name	Optional. Only used if importing more than one Pay Group in the file
Key	Either SSN, Employee Number or TimeClock ID	Can be found under Employee Management > Employee Maintenance > General
PayItem	Title of deduction	Exact name with spacing and upper/lower case exact. Appears under Employee Management > Employee Pay > Deductions
ParamType	Either Amount; Percent, Limit or Rate	How the deduction is calculated
ParamValue	Dollar, percent, limit or rate of the Pay Item per employee	

Column Heading	Information from isolved	Notes
Schedule	Only able to change if client level deduction is set to override *Contact your Customer Service representative for overrides	Defaults to every pay
Balance	Enter dollar amount	Only used for Pay Items set up with declining balance
StartDate	Start date for deduction; default is next scheduled payroll	Optional. Only enter if no existing deduction and want to start in the future
StopDate	Stop date for deduction	Optional. You may also change the ParamValue to "0"
ReferenceNumber		Optional

Note: The column headings do not contain a space in the name.

Other options may be available to add based on your Client level setup.

Here is an example of a Deduction Import:

Legal	PayGroup	Key	PayItem	ParamType	ParamValue	Schedule	Balance
MAY9876	Executives	111-22-5555	Medical Pre-tax	Amount	127.55	Y	
MAY9876	Executives	111-22-5556	Medical Pre-tax	Amount	191.34	Y	
MAY9876	Executives	111-22-5557	Medical Pre-tax	Amount	127.55	Y	
MAY9876	Biweekly	111-22-5558	Medical Pre-tax	Amount	88.31	Y	
MAY9876	Biweekly	111-22-5559	Medical Pre-tax	Amount	88.31	Y	
MAY9876	Biweekly	111-22-5560	Medical Pre-tax	Amount	58.86	Y	
MAY9876	Biweekly	111-22-5561	Medical Pre-tax	Amount	58.86	Y	
MAY9876	Biweekly	111-22-5562	Medical Pre-tax	Amount	88.31	Y	
MAY9876	Biweekly	111-22-5563	Medical Pre-tax	Amount	88.31	Y	
MAY9876	Biweekly	111-22-5564	Medical Pre-tax	Amount	58.86	Y	
MAY9876	Biweekly	111-22-5565	Medical Pre-tax	Amount	88.31	Y	
MAY9876	Biweekly	111-22-5566	Medical Pre-tax	Amount	88.31	Y	
MAY9876	Biweekly	111-22-5567	Medical Pre-tax	Amount	88.31	Y	
MAY9876	Biweekly	111-22-5568	Medical Pre-tax	Amount	88.31	Y	

Once imported, you can review your changes under Employee Management > Employee Pay > Deductions for each employee in the file.

Reports

The “Payroll Summary,” “Payroll Register,” “Exceptions,” and “Deduction Register” reports are available with every payroll within the **Preview Payroll** or **Process Payroll** screen.

Any new deductions added since the last payroll will appear on:

- New Employee and Change Audit Preview

NEW EMPLOYEE AND CHANGE AUDIT PREVIEW

June 2020 Tax Test Inc

Client ID: TAX6667 - June 2020 Tax Test Inc
Pay Group: Biweekly
Check Date: 9/3/2020
Run Date: 7/7/2020

Period Begin Date: 8/17/2020
Period End Date: 8/30/2020
Pay Period: 9
Payroll Type: Regular Payroll

New Employees

*** NO NEW EMPLOYEES ADDED THIS PAYROLL ***

Employee Updates

Employee ID	Name	Category	Description	Previous Value	New Value	Date/Time	User Name
1002	David B Banfield	Deduction	Medical Pre-tax - Amount		50.00	7/7/2020 1:35:42 PM	JMTraining

If the employee did not have enough net pay or did not get paid at all, the shortage will appear on:

- Exceptions Report

EXCEPTIONS PREVIEW

June 2020 Tax Test Inc

Client ID: TAX6667 - June 2020 Tax Test Inc
Pay Group: Biweekly
Check Date: 9/1/2020
Run Date: 7/7/2020

Period Begin Date: 8/17/2020
Period End Date: 8/30/2020
Pay Period: 9
Payroll Type: Regular Payroll

Company Exceptions:

Exception Type	Exception Description
Missing Tax ID - Ohio	Tax ID is missing for the tax OH- CCA

Tax & Deduction not taken due to insufficient net pay:

Division	Department	Employee ID	Name	Type	Title	Calculated	Taken
		1002	David B Banfield	Pre-Tax DED	Medical Pre-tax	50.00	40.00

The shortage amount will appear under Employee Management > Employee Pay > Deductions for that specific deduction as an arrear one the payroll is processed.

All list of all deductions withdrawn in a specific payroll will be listed on:

- Deduction Register Preview

DEDUCTION REGISTER PREVIEW

June 2020 Tax Test Inc

Client ID: TAX6667 - June 2020 Tax Test Inc
Pay Group: Biweekly
Check Date: 9/3/2020
Run Date: 7/7/2020

Period Begin Date: 8/17/2020
Period End Date: 8/30/2020
Pay Period: 9
Payroll Type: Regular Payroll

Division	Department	Emp #	Employee Name	Type	Scheduled Amts	Arrears Information	Current	MTD	QTD	YTD
		1002	Banfield, David B							
				Medical Pre-tax	$50.00	Apply N Accrued 10.00 Taken 0.00 Bal 10.00	40.00	40.00	40.00	40.00

REPORT TOTALS:	Current	MTD	QTD	YTD
Medical Pre-tax	40.00	40.00	40.00	40.00

Note: Any arrears balance and the applicable routine will be listed