

Adding a Simple Deduction

This task does not apply if ADP is not processing your payroll for the selected company.

You can now enter new voluntary Deduction codes that do not require additional setup by ADP. These deductions can be used when your company is specifying the amount of the deduction, collecting the monies, and tracking the amounts associated with the deduction.

Starting Point: Setup > Tools > Validation Tables

- 1 Select the **Deductions** validation table.
- 2 If your company uses the North American Solution, click the **United States** tab.
- 3 To add a code, click **+** (add).
- 4 Enter the new code and a description.
- 5 In the **Category** field, select **Other**.
- 6 Select the **Scheduled** check box.
- 7 Select the **Deduction Frequency**.
- 8 Select the **Deduction Group**.
- 9 Select the **Simple Deduction** check box.
- 10 When prompted, read the **Confirm Action** message and click **Yes** to continue.
- 11 Read the question **Do you want to accumulate totals for this deduction?** and do one of the following:
 - Select **No** after the question, click **Done**, and exit this procedure.
 - Select **Yes** after the question and continue with this procedure.
- 12 Click **+** (add) to add an accumulator clearing option.
- 13 Select an accumulator code for each clearing option you are adding.
- 14 For each accumulator, select **Yes** in the **Show On Pay Statements** column to display the totals there.
- 15 Select the **Arrears** check box if you want Arrears processing applied to the deduction.
- 16 Use field help, if necessary, to complete any other required fields.
- 17 Click **Done**.
- 18 Click **Print** to print a copy of the validation table codes and descriptions.