

Adding General Deduction for New Hires/Rehires- Agency Procedures

Business Purpose

When an employee is a new hire, regardless of the type of new hire, a general deduction for Workers Comp fees must be added to HCM.

Business Procedure


Enter the deduction in SHARE HCM.

Navigation: Payroll for North America>Employee Pay Data USA>Deductions>Create General Deduction


Create General Deductions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID:	begins with ▼	<input type="text"/>
Company:	begins with ▼	<input type="text"/> 
Name:	begins with ▼	<input type="text"/>
Last Name:	begins with ▼	<input type="text"/>
Second Name:	begins with ▼	<input type="text"/>
Second Last Name:	begins with ▼	<input type="text"/>
Alternate Character Name:	begins with ▼	<input type="text"/>

Include History Correct History Case Sensitive

 [Basic Search](#)  [Save Search Criteria](#)

Enter EMPL ID

[Enter]

General Deduction Data

Linda Kennedy Person ID: 337868

Company: NM State of New Mexico

General Deduction Find | View All First 1 of 1 Last

*Deduction Code:

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 05/29/2013 Take on all Paygroups

*Deduction Calculation Routine: Default to Deduction Table

Deduction End Date: Deduction Rate or %:

Loan Interest %: Flat/Addl Amount:

Goal Amount: Current Goal Balance:

This data was last updated by Ded. stopped by Self Serv User

Data last updated on

If other deductions exist, on the first blue bar, click last, then depress the + key directly below the first blue bar.

Enter deduction code WCEMP for the employee deduction in the deduction code box.

Enter Pay period beginning date in the effective date box

Deduction Calculation Routine is **Default to Deduction Table**

General Deduction Data

Linda Kennedy Person ID: 337868

Company: NM State of New Mexico

General Deduction Find | View All First 1 of 1 Last

*Deduction Code:

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 05/11/2013 Take on all Paygroups

*Deduction Calculation Routine: Default to Deduction Table

Deduction End Date: Deduction Rate or %:

Loan Interest %: Flat/Addl Amount:

Goal Amount: Current Goal Balance:

This data was last updated by Ded. stopped by Self Serv User

Data last updated on

Click the + key directly below the first blue bar to add the state portion of the deduction

Enter deduction code WCST for the State deduction.

General Deduction Data

Linda Kennedy Person ID: 337868

Company: NM State of New Mexico

General Deduction
Find | View All
First 2 of 2 Last

*Deduction Code: + -

Deduction Details
Find | View All
First 1 of 1 Last

*Effective Date:	<input type="text" value="05/11/2013"/> BT	Take on all Paygroups	<input checked="" type="checkbox"/> + -
*Deduction Calculation Routine:	<input type="text" value="Default to Deduction Table"/>		
Deduction End Date:	<input type="text"/> BT	Deduction Rate or %:	<input type="text"/>
Loan Interest %:	<input type="text"/>	Flat/Addl Amount:	<input type="text"/>
Goal Amount:	<input type="text"/>	Current Goal Balance:	<input type="text"/>
This data was last updated by		Ded. stopped by Self Serv User <input type="checkbox"/>	
		Data last updated on	

Save
Return to Search
Notify
Refresh

Update/Display
Include History
Correct History

Enter pay period beginning date for the effective date

Deduction Calculation Routine is **Default to Deduction Table**

[SAVE]

Document Control

DATE	AUTHOR	DESCRIPTION	VERSION
05/29/2013	Maureen Nash	Draft	0.1