General Deductions – Helpful Hints

- The General Deductions section is used to capture System-wide and Local deductions which employees are subject to.
- Once a deduction has been added, the Current Goal Balance field will be updated automatically after every payroll.
- The deduction will stop once the Current Goal Balance equals the Goal Amount as in the screen shot below.

If you need to add a new General Deduction, you can submit an E-086 transaction and to update the Deduction information:
  - Input the new Goal Amount
  - Use the ‘Goal Bal Adjust’ field to adjust the Current Goal Balance
    - If the Current Goal Balance is $162.50, enter -162.50 to reset the ‘Current Goal Balance’ to ‘0.00.’
- Update the other fields as appropriate: Flat/Addl Monthly Amount, etc

- After submission, confirm the Goal Amount and Current Goal Balance are accurate

- The system will continue the deduction until the Current Goal Balance field equals the Goal Amount