

## 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

The screenshot displays the Oracle HR system interface for creating a general deduction. The breadcrumb trail at the top reads: Favorites > Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions. The Oracle logo is visible in the top left. A search bar contains 'All' and 'Search', with an 'Advanced Search' link. The page title is 'Create General Deductions'. The user's company is 'UCS University of California' and the person ID is '10073721'. The deduction details are as follows:

General Deduction		Find   View All	First	1 of 2	Last
*Deduction Code 8FITRC		UCSB FitRec Center			
Deduction Details		Find   View All	First	1 of 1	Last
*Effective Date	09/09/2018	<input checked="" type="checkbox"/>	Take on all Paygroups		
*Calculation Routine	Flat Amount	<input type="checkbox"/>	Ded stopped by Self Serv User		
Deduction End Date		Deduction Rate or %			
Loan Interest %		Flat/Addl Amount	\$12.50		
Goal Amount	\$162.50	Current Goal Balance	\$162.50		
This data was last updated by System		Data last updated on 03/28/2019			

At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.

- 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