BENEFITS AND

DEDUCTION PROCESSING

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Learning Points

This module will focus on deduction set up and maintenance for the following benefit and voluntary deductions:

- Flexible Spending Accounts, CAPP Topic 50435
- Deferred Compensation, Annuities, CAPP Topics 50415 and 50420
- Savings Bonds, CAPP Topic 50440
- Parking/Transportation, CAPP Topic 50450
- Establishing and Processing Child Support, Garnishments and Tax Levy Deductions, CAPP Topic 50405
- Miscellaneous Employee Deductions, CAPP Topic 50455
- Tax and Deduction Overrides, CAPP Topic 50605

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CIPPS Deduction Information

Ded No.	Post Pre-tax	Stub Abbrev	Literal	Calc Meth	Amt/%	Utility Field 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		Comments
001	Post	DCSE-SUP	DSS CSE Child Support	96	Amt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		EFT to DSS CSE
002	Post	SUPPORT 2	Child Support - non DSS	96	Amt/%	A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	A	0 = Amt; 2 = % of Net Pay
																								N	Name # from H0901
003	Post	GARNISH1	Garnishment 1	95	Amt/%	A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	A	0 = Amt; 2 = % of Net Pay
																								N	Name # from H0901
004	Post	GARNISH2	Garnishment 2	95	Amt/%	A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	A	0 = Amt; 2 = % of Net Pay
																								N	Name # from H0901
005	Post	GARNISH3	Garnishment 3	95	Amt/%	A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	A	0 = Amt; 2 = % of Net Pay
																								N	Name # from H0901

CIPPS Deduction Information

Ded No.	Post Pre-tax	Stub Abbrev	Literal	Calc Meth	Amt/ %	Utility Field 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Comments
006	Post	GARNISH4	Garnishment 4	96	Amt/%	A	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	N	0	A 0 = Amt; 2 = % of Net Pay
																								1 decrement Goal to zero (optional)
																								N Name # from H0901
007	Post	GARNISH5	Garnishment 5	96	Amt/%	A	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	N	0	A 0 = Amt; 2 = % of Net Pay
																								1 decrement Goal to zero (optional)
																								N Name # from H0901
008	Post	GARNISH6	Garnishment 6	75	Amt/%	A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	A 0 = Amt; 2 = % of Net Pay
			(Guar Minimum Net)																					N Name # from H0901
009	N/A	FID INVS	Fidelity Investments	96	Code FI	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
					HMC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
011	N/A	ORPAPPTE	Political Appointees ORP	96	Code CP	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
					HMC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
014	N/A	TIAACREF	TIAA/CREF	96	Code TA	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

CIPPS Deduction Information

Ded No.	Post Pre-tax	Stub Abbrev	Literal	Calc Meth	Amt/ %	Utility Field																		Comments
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
015	N/A	RETCRDT	Retirement Credit	96	HMC	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
					HMC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
016	N/A	RETIRMNT	VRS Retirement	96	Code VS	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
					HMC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
017	Post	BUYBACK	Retirement Buy Back	96	Code BV	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
019	Post	GARN FEE	Garnishment Fee	96	Amt	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1 decrement Goal to zero (optional)
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
020	N/A	GRPINSR	Group Life Insurance	01	Auto	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Utility field auto filled

CIPPS Deduction Information

Ded No.	Post Pre-tax	Stub Abbrev	Literal	Calc Meth	Amt/ %	Utility Field 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		Comments
																									Utility field auto filled
021	Pre-tax	DEP CARE	Dependent Care	85	Amt	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	1	0	0		Defer FIT, SIT & FICA taxes
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		Utility field auto filled
022	Pre-tax	MED REIM	Medical Reimbursement	85	Amt	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	1	0	0		Defer FIT, SIT & FICA taxes
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		Utility field auto filled
024	Pre-tax	PRM CONV	Premium Conversion	85	Auto	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	1	0	0		Defer FIT, SIT & FICA taxes
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
026	N/A	AGY HLTH	Employer Health	96	Auto	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
028	Post	PARKING	DGS Parking	96	Amt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
029	Post	POOL VEH	Pool Vehicle		Amt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
030	Post	PETTYCSH	Petty Cash	76	Amt	0	0	0	0	0	0	0	1	X	X	0	0	0	0	0	0	0	0	1	decrement Goal to zero (optional) **XX=** sub #

CIPPS Deduction Information

Ded No.	Post Pre-tax	Stub Abbrev	Literal	Calc Meth	Amt/ %	Utility Field																		Comments
032	Post	PARKING	Non-DGS Parking	76	Amt	0	0	0	0	0	0	0	1	X	X	0	0	0	0	0	0	0	0	1	decrement Goal to zero (optional)
																								XX	Sub-deduction numbers
033	Post	REVENUE	Revenue	76	Amt	0	0	0	0	0	0	0	0	X	X	0	0	0	0	0	0	0	0	XX	Sub-deduction numbers
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
035	Post	OPT LIFE	Optional Group Life Ins	96	Amt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
036	N/A	LT DISAB	Long Term Disability	02	Auto	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		Utility field auto filled
037	Pre-tax	PRETXPRK	Pre-tax Parking (DGS)	85	Amt	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	1	0	0		Defer FIT, SIT & FICA taxes
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		Utility field auto filled
038	Pre-tax	DEF COMP	Deferred Compensation	98	Amt	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0		Defer FIT and SIT taxes
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		Utility field auto filled
039	Pre-tax	PRE TAX	Tax Sheltered Annuities	98	Amt	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0		Defer FIT and SIT taxes

CIPPS Deduction Information

Ded No.	Post Pre-tax	Stub Abbrev	Literal	Calc Meth	Amt/ %	Utility Field 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		Comments
041	Post	POST TAX	Supplemental Insurance	96	Amt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
042	Post	TPA ADM	FBMC Administrative Fee	96	Amt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
043	Pre-tax	PREBUYBK	Pre-tax Retire Buyback	85	Auto	3	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0		Utility field auto filled Defer FIT and SIT taxes
045	N/A	DC MATCH	Def Comp Cash Match	89	Amt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
046	N/A	AN MATCH	Annuity Cash Match	89	Amt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

CIPPS Deduction Information

Ded No.	Post Pre-tax	Stub Abbrev	Literal	Calc Meth	Amt/ %	Utility Field 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		Comments
048	Post	VEST	Va Educ Savings Trust	96	Amt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		Utility field auto filled
050	Pre-tax	PRETXPRK	Pre-tax Prking (non-DGS)	85	Amt	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	1	0	0		Defer FIT, SIT & FICA taxes
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		Utility field auto filled
051	Pre-tax	PRETXTRN	Pre-tax Transportation	85	Amt	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	1	0	0		Defer FIT, SIT & FICA taxes
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
052	Post	I-BOND1	US I Savings Bonds 1	78	Amt	0	0	0	0	0	0	0	0	0	0	$	$	$	$	$	$	N	0	N	Name # from H0401
																								$	Bond Carry-forward balance
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
053	Post	I-BOND2	US I Savings Bonds 2	78	Amt	0	0	0	0	0	0	0	0	0	0	$	$	$	$	$	$	N	0	N	Name # from H0401
																								$	Bond Carry-forward balance
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
054	Post	EEBOND1	US E Savings Bonds 1	93	Amt	0	0	0	0	0	0	0	0	0	0	$	$	$	$	$	$	N	0	N	Name # from H0401
																								$	Bond Carry-forward balance

CIPPS Deduction Information

Ded No.	Post Pre-tax	Stub Abbrev	Literal	Calc Meth	Amt/ %	Utility Field																		Comments	
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
055	Post	EEBOND2	US E Savings Bonds 2	93	Amt	0	0	0	0	0	0	0	0	0	0	$	$	$	$	$	$	N	0	N	Name # from H0401
																								$	Bond Carry-forward balance
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
056	Post	EEBOND3	US E Savings Bonds 3	93	Amt	0	0	0	0	0	0	0	0	0	0	$	$	$	$	$	$	N	0	N	Name # from H0401
																								$	Bond Carry-forward balance
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
057	Post	EEBOND4	US E Savings Bonds 4	93	Amt	0	0	0	0	0	0	0	0	0	0	$	$	$	$	$	$	N	0	N	Name # from H0401
																								$	Bond Carry-forward balance
058	Post	VPEP	Va Prepaid Educ Prog	96	Amt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
059	Post	DDCHKNG 1	Fixed DD Checking 1	90	Amt	0	0	0	0	0	0	0	0	S	S	0	0	0	0	0	0	0	0	SS	Set # from H0BB1
060	Post	DDSAVNG 1	Fixed DD Saving 1	91	Amt	0	0	0	0	0	0	0	0	S	S	0	0	0	0	0	0	0	0	SS	Set # from H0BB1

CIPPS Deduction Information

Ded No.	Post Pre-tax	Stub Abbrev	Literal	Calc Meth	Amt/ %	Utility Field																		Comments	
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
061	Post	EMPASOC 1	Employee Associations 1	76	Amt	0	0	0	0	0	0	0	1	X	X	0	0	0	0	0	0	0	0	1	decrement Goal to zero (optional)
																								XX	Sub-deduction numbers
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
062	Post	CVC	Combined VA Charities	76	Amt	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	decrement Goal to zero (optional)
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
063	Post	EMPASOC 2	Employee Associations 2	76	Amt	0	0	0	0	0	0	0	1	X	X	0	0	0	0	0	0	0	0	1	decrement Goal to zero (optional)
																								XX	Sub-deduction numbers
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
067	Post	DDCHKNG 2	Fixed DD Checking 2	90	Amt	0	0	0	0	0	0	0	0	S	S	0	0	0	0	0	0	0	0	SS	Set # from H0BB1
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
068	Post	DDSAVNG 2	Fixed DD Savings 2	91	Amt	0	0	0	0	0	0	0	0	S	S	0	0	0	0	0	0	0	0	SS	Set # from H0BB1

CIPPS Deduction Information

Ded No.	Post Pre-tax	Stub Abbrev	Literal	Calc Meth	Amt/ %	Utility Field																		Comments	
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
069	Post	DDCHKING	Net Pay DD Checking	90	1.00000	2	0	0	0	0	0	0	0	S	S	0	0	0	0	0	0	0	0	2	% of Net Pay
																								SS	Set # from H0BB1
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
070	Post	DDSAVING	Net Pay DD Savings	91	1.00000	2	0	0	0	0	0	0	0	S	S	0	0	0	0	0	0	0	0	2	% of Net Pay
																								SS	Set # from H0BB1

Example #1 – Deferred Compensation

Deferred Compensation and Cash Match Set Up

Using the information below establish the deferred compensation deduction in CIPPS for Scott Alcott.

Field	Employee Information
NO	038
AMT/PCT	50.00
Goal	1200.00
Utility Field	Auto filled after pressing enter
FR	09
NO	045
AMT/PCT	20.00
FR	09

```
> GU    100XX,14141414100,024                                        ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 100XX  EMPLOYEE NUMBER---> 14141414100
  NAME-----> SCOTT                                  ALCOTT

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__  15 RET CRDT             .00890          .00  300000000000000000
     96   1 09  000  00/00/0000     00/00/0000           .00         54.46

__  16 RETIRMNT             .08770          .00  300000000000000000
     96   1 09  000  00/00/0000     00/00/0000           .00       1222.76

__  20 GRPINSR                 .00          .00  000000000000000000
     01   1 09  000  00/00/0000     00/00/0000           .00        119.07

__  24 PRM CONV              22.00          .00  000000000022000100
     85   1 09  000  00/00/0000     00/00/0000           .00         24.50


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Example #1 – Deferred Compensation, Continued

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> C     100XX,14141414100,069                                        ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 100XX  EMPLOYEE NUMBER---> 14141414100
  NAME-----> SCOTT                                ALCOTT

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__  26 AGY HLTH            132.00          .00  000000000000000000
     96   2 09  000  00/00/0000     00/00/0000           .00        574.00

__  36 LT DISAB               .00          .00  000000000000000000
     02   1 09  000  00/00/0000     00/00/0000           .00           .00

__  69 DDCHKING           1.00000          .00  200000000100000003
     90   2 09  000  00/00/0000     00/00/0000           .00           .00

__   0                ___________          .00  __________________
     00   0 00  000  00/00/0000     00/00/0000           .00           .00

A205W-END OF LIST
                                        11/10/04  10:26:55 1 M3LL CIDL ____
```

Example #2 - Annuities

Annuities

Using the information below establish the annuity deduction for Alfred Nelson and the corresponding administration fee.

Field	Employee Information
NO	039
AMT/PCT	150.00
Utility Field	Auto filled after pressing enter
FR	09
NO	042
AMT/PCT	.35
FR	09

```
> GU    100XX,33333333300,024                                        ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 100XX  EMPLOYEE NUMBER---> 33333333300
  NAME-----> ALFRED                                 NELSON

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__  15 RET CRDT             .00890          .00  300000000000000000
     96   1 09  000  00/00/0000     00/00/0000           .00         33.11

__  16 RETIRMNT             .08770          .00  300000000000000000
     96   1 09  000  00/00/0000     00/00/0000           .00        648.27

__  20 GRPINSR                 .00          .00  000000000000000000
     01   1 09  000  00/00/0000     00/00/0000           .00         41.30

__  24 PRM CONV              49.50          .00  000000000022000100
     85   1 09  000  00/00/0000     00/00/0000           .00         24.50


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Example #2 - Annuities, Continued

```
> GU    100XX,33333333300,068                                        ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 100XX  EMPLOYEE NUMBER---> 33333333300
  NAME-----> ALFRED                                NELSON

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__  26 AGY HLTH            345.00          .00  000000000000000000
     96   2 09  000  00/00/0000     00/00/0000           .00        574.00

__  28 PARKING              75.00          .00  000000000000000000
     96   2 09  000  00/00/0000     00/00/0000           .00           .00

__  36 LT DISAB              .00          .00  000000000000000000
     02   1 09  000  00/00/0000     00/00/0000           .00           .00

__  68 DDSAVNG2            150.00          .00  000000000100000001
     91   2 09  000  00/00/0000     00/00/0000           .00           .00


                                        11/10/04  10:31:41 1 M3LL CIDL ____
```

```
> C     100XX,33333333300,069                                        ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 100XX  EMPLOYEE NUMBER---> 33333333300
  NAME-----> ALFRED                                NELSON

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__  69 DDCHKING           1.00000          .00  200000000200000003
     90   2 09  000  00/00/0000     00/00/0000           .00           .00

__   0                 ___________          .00  __________________
     00   0 00  000  00/00/0000     00/00/0000           .00           .00

__   0                 ___________          .00  __________________
     00   0 00  000  00/00/0000     00/00/0000           .00           .00

__   0                 ___________          .00  __________________
     00   0 00  000  00/00/0000     00/00/0000           .00           .00

A205W-END OF LIST
                                        11/10/04  10:32:32 1 M3LL CIDL ____
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Example #3 – Flexible Spending Accounts

Flexible Spending Accounts Setup

Using the information provided establish the Dependent Care Reimbursement Account.

Field	Employee Information
NO	021
AMT/PCT	54.00
GOAL	1296.00
UTILITY	Auto filled after pressing enter
FR	09

```
> GU    100XX,15151515100,024                                        ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 100XX  EMPLOYEE NUMBER---> 15151515100
  NAME-----> PHILLIP                                RANDALL

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__  15 RET CRDT            .00890          .00  300000000000000000
     96   1 09  000  00/00/0000     00/00/0000           .00         43.61

__  16 RETIRMNT            .08770          .00  300000000000000000
     96   1 09  000  00/00/0000     00/00/0000           .00        978.81

__  20 GRPINSR                .00          .00  000000000000000000
     01   1 09  000  00/00/0000     00/00/0000           .00         95.27

__  24 PRM CONV             21.50          .00  000000000022000100
     85   1 09  000  00/00/0000     00/00/0000           .00         24.50


                                       11/10/04  11:09:23 1 M3LL CIDL ____
```

Continued on next page

Example #3 – Flexible Spending Accounts, Continued

```
> C     100XX,15151515100,036                                        ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 100XX  EMPLOYEE NUMBER---> 15151515100
  NAME-----> PHILLIP                                RANDALL

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__  26 AGY HLTH            132.00          .00  000000000000000000
     96   2 09  000  00/00/0000     00/00/0000           .00        574.00

__  28 PARKING              75.00          .00  000000000000000000
     96   2 09  000  00/00/0000     00/00/0000           .00           .00

__  36 LT DISAB               .00          .00  000000000000000000
     02   1 09  000  00/00/0000     00/00/0000           .00           .00

__   0                __________          .00  __________________
     00   0 00  000  00/00/0000     00/00/0000           .00           .00

A205W-END OF LIST
                                        11/10/04  11:10:41 1 M3LL CIDL ____
```

Example #4 – Flexible Spending Accounts

Deduction Maintenance and Setup

Using the information below increase the employee's dependent care deduction and establish a medical reimbursement deduction.

Field	Employee Information
NO (#021)	50.00
NO	022
AMT/PCT	57.00
GOAL	1368.00
FR	09

```
> GU    100XX,99999999900,021                                        ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 100XX  EMPLOYEE NUMBER---> 99999999900
  NAME-----> DAVID                                  NAMESMITH

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__  15 RET CRDT             .00890          .00  300000000000000000
     96   1 09  000  00/00/0000     00/00/0000           .00         66.71

__  16 RETIRMNT             .08770          .00  300000000000000000
     96   1 09  000  00/00/0000     00/00/0000           .00       1308.09

__  20 GRPINSR                 .00          .00  000000000000000000
     01   1 09  000  00/00/0000     00/00/0000           .00         83.37

__  21 DEP CARE              25.00       600.00  000000000022000100
     85   1 09  000  00/00/0000     00/00/0000           .00           .00


                                       11/17/04  10:02:31 1 M3LL CIDL ____
```

Continued on next page

Example #4 – Flexible Spending Accounts, Continued

```
> GU    100XX,99999999900,036                                          ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 100XX  EMPLOYEE NUMBER---> 99999999900
  NAME-----> DAVID                                 NAMESMITH

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__  23 ADM FEES               2.25        27.00  000000000000010000
     85   1 01  000  00/00/0000     00/00/0000           .00           .00

__  24 PRM CONV              21.50          .00  000000000022000100
     85   1 09  000  00/00/0000     00/00/0000           .00         24.50

__  26 AGY HLTH             132.00          .00  000000000000000000
     96   2 09  000  00/00/0000     00/00/0000           .00        574.00

__  36 LT DISAB                .00          .00  000000000000000000
     02   1 09  000  00/00/0000     00/00/0000           .00           .00


                                        11/17/04  10:04:40 1 M3LL CIDL ____
```

```
> C     100XX,99999999900,036                                          ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 00000  EMPLOYEE NUMBER---> 00000000000
  NAME----->

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__   0                 ____________          .00  __________________
     00   0 00  000  00/00/0000     00/00/0000           .00           .00

__   0                 ____________          .00  __________________
     00   0 00  000  00/00/0000     00/00/0000           .00           .00

__   0                 ____________          .00  __________________
     00   0 00  000  00/00/0000     00/00/0000           .00           .00

__   0                 ____________          .00  __________________
     00   0 00  000  00/00/0000     00/00/0000           .00           .00

A205W-END OF LIST
```

Example #5 – Savings Bonds, EE Series

Savings Bonds Purchase

Alicia Johnson wishes to purchase a savings bond with a maturity value of $100. She has not selected to have a beneficiary or co-owner. Using the information below establish the savings bond deduction in CIPPS.

Field	Employee Information
NO	056
AMT/PCT	25.00
GOAL	50.00
FR	09

```
> guh   100XX,44444444400,>025                                        ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 100XX  EMPLOYEE NUMBER---> 44444444400
  NAME-----> ALICIA                J                JOHNSON

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__   26 AGY HLTH            132.00          .00  000000000000000000
      96   2 09  000  00/00/0000     00/00/0000           .00        574.00

__   36 LT DISAB               .00          .00  000000000000000000
      02   1 09  000  00/00/0000     00/00/0000           .00           .00

__   62 CVC                  15.00          .00  000000000000000000
      76   2 09  000  00/00/0000     00/00/0000           .00        105.00

__    0               ____________          .00  __________________
      00   0 00  000  00/00/0000     00/00/0000           .00           .00

A205W-END OF LIST
                                        11/17/04  10:16:51 1 M3LL CIDL ____
```

Example #6 – Savings Bonds, EE Series

Savings Bond Purchase With Co-Owner

Wayne White wishes to purchase a savings bond with a maturity value of $200. He has designated a co-owner. Using the table information below establish the bond alternate name information.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NUMBER	66666666600
NAME NUMBER	1
ALTERNATE NAME	Timothy McClleland
SOC SEC/SOC INS	678-67-8678
INDICATOR	1

```
> GUH   100XX,66666666600                                          ON H0401

                       --BOND ALTERNATE NAME INFORMATION--

__ COMPANY--> 00000  EMPLOYEE NUMBER--> 00000000000  NAME NUMBER--> 0
   NAME>

   ALTERNATE NAME-> ______________________________
   STREET ADDRESS-> ______________________________
   CITY-----------> _________________
   STATE/PROV-----> _______
   ZIP/POSTAL-----> ____________
   SOC SEC/SOC INS> 000-00-0000
   INDICATOR------> 0
   SUB NUMBER-----> 0





A287W-NO RECORD/S FOUND
                                        11/18/04  09:01:58 1 M3LL CIDL ____
```

Continued on next page

Example #6 – Savings Bonds, EE Series, EE Series, Continued

Complete the Employee Deduction (H0ZDC) screen with the deduction information.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NUMBER	66666666600
NO	054
AMT/PCT	25.00
GOAL	100.00
UTILITY	000000000000000010
FR	09

```
> GU    100XX,66666666600,024                                        ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 100XX  EMPLOYEE NUMBER---> 66666666600
  NAME-----> WAYNE                 W                WHITE

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__  15 RET CRDT             .00890          .00  300000000000000000
     96   1 09  000  00/00/0000     00/00/0000           .00         63.84

__  16 RETIRMNT             .08770          .00  300000000000000000
     96   1 09  000  00/00/0000     00/00/0000           .00       1250.97

__  20 GRPINSR                 .00          .00  000000000000000000
     01   1 09  000  00/00/0000     00/00/0000           .00         79.73

__  24 PRM CONV              69.50          .00  000000000022000100
     85   1 09  000  00/00/0000     00/00/0000           .00         24.50


                                        11/18/04  09:55:04 1 M3LL CIDL ____
```

Example #6 – Savings Bonds, EE Series, EE Series, Continued

```
> C     100XX,66666666600,069                                        ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 100XX  EMPLOYEE NUMBER---> 66666666600
  NAME-----> WAYNE                W                WHITE

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__  26 AGY HLTH            345.00          .00  000000000000000000
     96   2 09  000  00/00/0000     00/00/0000           .00        574.00

__  36 LT DISAB               .00          .00  000000000000000000
     02   1 09  000  00/00/0000     00/00/0000           .00           .00

__  69 DDCHKING           1.00000          .00  200000000100000003
     90   2 09  000  00/00/0000     00/00/0000           .00           .00

__   0              ____________          .00  __________________
     00   0 00  000  00/00/0000     00/00/0000           .00           .00

A205W-END OF LIST
                                        11/18/04  09:57:05 1 M3LL CIDL ____
```

Example #7 – Savings Bonds, Series EE

Savings Bond Purchase With Other Owner and Beneficiary

Wayne White wishes to purchase another savings bond with a maturity value of $200. He has designated a owner other than himself. He will be the beneficiary. Using the table information below establish the bond alternate name information.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NUMBER	66666666600
NAME NUMBER	2
ALTERNATE NAME	Susie Q. Public
STREET ADDRESS	4312 Uptown Road
CITY	Nothere
STATE/PROV	VA
ZIP/POSTAL	21111
SOC SEC/SOC INS	766-66-9878
INDICATOR	4

```
> GU    100XX,66666666600                                          ON H0401

                       --BOND ALTERNATE NAME INFORMATION--

__ COMPANY--> 100XX  EMPLOYEE NUMBER--> 66666666600  NAME NUMBER--> 1
   NAME> WAYNE                W                     WHITE

   ALTERNATE NAME-> TIMOTHY MCCLLELAND
   STREET ADDRESS-> ______________________________
   CITY-----------> _________________
   STATE/PROV-----> _______
   ZIP/POSTAL-----> ____________
   SOC SEC/SOC INS> 678-67-8678
   INDICATOR------> 1
   SUB NUMBER-----> 0 ____

                                          11/18/04  10:03:42 1 M3LL CIDL
```

Continued on next page

Example #6 – Savings Bonds, EE Series, Continued

```
> C     100XX,66666666600                                          ON H0401

                        --BOND ALTERNATE NAME INFORMATION--

__ COMPANY--> 00000  EMPLOYEE NUMBER--> 00000000000  NAME NUMBER--> 0
   NAME>

   ALTERNATE NAME-> ______________________________
   STREET ADDRESS-> ______________________________
   CITY-----------> _________________
   STATE/PROV-----> _______
   ZIP/POSTAL-----> ____________
   SOC SEC/SOC INS> 000-00-0000
   INDICATOR------> 0
   SUB NUMBER-----> 0





A205W-END OF LIST
                                        11/18/04  10:05:42 1 M3LL CIDL ____
```

Example #6 – Savings Bonds, EE Series, Continued

Complete the Employee Deductions (H0ZDC) screen with the deduction information.

Field	Employee Information
NO	055
AMT/PCT	25.00
GOAL	100.00
UTILITY	000000000000000020
FR	09

```
> GUH   100XX,66666666600,>50                                        ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 100XX  EMPLOYEE NUMBER---> 66666666600
  NAME-----> WAYNE                 W                WHITE

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__  54 EEBOND1               25.00       100.00  000000000000000010
     93   2 09  000  00/00/0000     00/00/0000           .00           .00

__  69 DDCHKING            1.00000          .00  200000000100000003
     90   2 09  000  00/00/0000     00/00/0000           .00           .00

__   0                 ____________          .00  __________________
     00   0 00  000  00/00/0000     00/00/0000           .00           .00

__   0                 ____________          .00  __________________
     00   0 00  000  00/00/0000     00/00/0000           .00           .00


                                        11/18/04  10:10:55 1 M3LL CIDL ____
```

Example #8 – Savings Bonds, Series I

Savings Bond Purchase With Other Owner and Co-Owner

John Stroud wishes to purchase a savings bond with a face value of $200 for $50.00 each payperiod. He has elected an owner and co-owner other than himself. Using the information in the table below enter the owner and co-owner information on the Bond Alternate Name Information screen.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NUMBER	26262626200
ALTERNATE NUMBER	Julie L. Stroud (Owner)
STREET ADDRESS	42 Maple Street
CITY	Richmond
STATE/PROV	VA
ZIP/POSTAL	23223
SOC SEC/SOC INS	876-87-5997
INDICATOR	7
SUB NUMBER	2

```
> GU    100XX,26262626200                                          ON H0401

                        --BOND ALTERNATE NAME INFORMATION--

__ COMPANY--> 00000  EMPLOYEE NUMBER--> 00000000000  NAME NUMBER--> 0
   NAME>

   ALTERNATE NAME-> ______________________________
   STREET ADDRESS-> ______________________________
   CITY-----------> ________________
   STATE/PROV-----> _______
   ZIP/POSTAL-----> ____________
   SOC SEC/SOC INS> 000-00-0000
   INDICATOR------> 0
   SUB NUMBER-----> 0





A287W-NO RECORD/S FOUND
                                        11/18/04  10:13:11 1 M3LL CIDL >___
```

Continued on next page

Example #8 – Savings Bonds, Series I, Continued

Complete the Bond Alternate Name Information for the co-owner.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NUMBER	26262626200
NAME NUMBER	2
ALTERNATE NAME	Tommie K. Stroud
SOC SEC/SOC INS	518-44-1177

```
> C     100XX,26262626200                                          ON H0401

                       --BOND ALTERNATE NAME INFORMATION--

__ COMPANY--> 00000  EMPLOYEE NUMBER--> 00000000000  NAME NUMBER--> 0
   NAME>

   ALTERNATE NAME-> ______________________________
   STREET ADDRESS-> ______________________________
   CITY-----------> _________________
   STATE/PROV-----> _______
   ZIP/POSTAL-----> ____________
   SOC SEC/SOC INS> 000-00-0000
   INDICATOR------> 0
   SUB NUMBER-----> 0





A205W-END OF LIST
                                        11/18/04  10:23:36 1 M3LL CIDL ____
```

Continued on next page

Example #8 – Savings Bonds, Series I, Continued

Establish the savings bond deduction on the Employee Deductions (H0ZDC) screen.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NUMBER	26262626200
NO	055
AMT/PCT	50.00
GOAL	100.00
UTILITY	000000000000000010
FR	09

```
> GU    100XX,26262626200,036                                          ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 100XX  EMPLOYEE NUMBER---> 26262626200
  NAME-----> JOHN                  THOMAS           STROUD

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__  15 RET CRDT            .00890          .00  300000000000000000
     96   1 09  000  00/00/0000     00/00/0000           .00           .00

__  16 RETIRMNT            .08770          .00  300000000000000000
     96   1 09  000  00/00/0000     00/00/0000           .00           .00

__  20 GRPINSR                .00          .00  000000000000000000
     01   1 09  000  00/00/0000     00/00/0000           .00           .00

__  36 LT DISAB               .00          .00  000000000000000000
     02   1 09  000  00/00/0000     00/00/0000           .00           .00


                                        11/18/04  10:35:36 1 M3LL CIDL ____
```

Example #8 – Savings Bonds, Series I, Continued

```
> C     100XX,26262626200,036                                        ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 00000  EMPLOYEE NUMBER---> 00000000000
  NAME----->

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__   0                 ____________          .00  __________________
      00   0 00  000  00/00/0000    00/00/0000           .00           .00

__   0                 ____________          .00  __________________
      00   0 00  000  00/00/0000    00/00/0000           .00           .00

__   0                 ____________          .00  __________________
      00   0 00  000  00/00/0000    00/00/0000           .00           .00

__   0                 ____________          .00  __________________
      00   0 00  000  00/00/0000    00/00/0000           .00           .00

A205W-END OF LIST
                                        11/18/04  10:36:44 1 M3LL CIDL ____
```

Example #9 – Garnishments – Percentage Deduction

Garnishment – Percentage Deduction

Set up a garnishment for John Stroud. Using the information in the table below enter the data on the Deduction Payment Name & Address (H0901) screen.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NUMBER	26262626200
NAME NUMBER	1
PAYEE NAME	VA Power
ADDRESS 2	C/0 General District Court
ADDRESS 3	CASE # 95 01
ADDRESS 4	1501 East Clay Street
ADDRESS 5	Richmond, VA 23219

```
> GUH   100XX,26262626200                                          ON H0901

                      --DEDUCTION PAYMENT NAME & ADDRESS--

__ COMPANY--> 00000  EMPLOYEE NUMBER--> 00000000000  NAME NUMBER--> 0
   NAME>
   PAYEE NAME-----> ______________________________
   ADDRESS 2------> ______________________________
   ADDRESS 3------> ______________________________
   ADDRESS 4------> ______________________________
   ADDRESS 5------> ______________________________
   GARNISHMENT CASE NUMBER--> ____________________
   GARNISHMENT CASE NAME----> ________________________________

          ---DEDUCTION ELECTRONIC FUND TRANSFERS (EFT)---

   EFT H83 SW----->                      EFT H83 KEY------>




A287W-NO RECORD/S FOUND
                                      11/18/04  10:40:04 1 M3LL CIDL ____
```

Continued on next page

Example #9 – Garnishments – Percentage Deduction, Continued

Establish the garnishment and administrative fee deductions on the Employee Deduction (H0ZDC) screen.

Field	Employee Information
NO	003
AMT/PCT	.25000
GOAL	500.00
UTILITY	200000000000000010
FR	09
NO	019
AMT/PCT	10.00
GOAL	10.00
UTILITY	000000010000000000
FR	09

```
> GU    100XX,26262626200,036                                        ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 100XX  EMPLOYEE NUMBER---> 26262626200
  NAME-----> JOHN                  THOMAS           STROUD

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__  15 RET CRDT             .00890          .00  300000000000000000
     96   1 09  000  00/00/0000     00/00/0000           .00           .00

__  16 RETIRMNT             .08770          .00  300000000000000000
     96   1 09  000  00/00/0000     00/00/0000           .00           .00

__  20 GRPINSR                 .00          .00  000000000000000000
     01   1 09  000  00/00/0000     00/00/0000           .00           .00

__  36 LT DISAB                .00          .00  000000000000000000
     02   1 09  000  00/00/0000     00/00/0000           .00           .00


                                       11/18/04  10:44:26 1 M3LL CIDL ____
```

Example #9 – Garnishments – Percentage Deduction, Continued

```
> C     100XX,26262626200,036                                        ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 00000  EMPLOYEE NUMBER---> 00000000000
  NAME----->

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__   0                 ____________          .00  __________________
      00   0 00  000  00/00/0000    00/00/0000           .00           .00

__   0                 ____________          .00  __________________
      00   0 00  000  00/00/0000    00/00/0000           .00           .00

__   0                 ____________          .00  __________________
      00   0 00  000  00/00/0000    00/00/0000           .00           .00

__   0                 ____________          .00  __________________
      00   0 00  000  00/00/0000    00/00/0000           .00           .00

A205W-END OF LIST
                                        11/18/04  10:46:15 1 M3LL CIDL ____
```

Example #10 – Garnishments – Tax Levy

Tax Levy With A Fixed Deduction

A tax levy against Alfred Nelson is received. Using the table information below the payee and employee deduction information in CIPPS.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NUMBER	33333333300
NAME NUMBER	1
PAYEE NAME	City of Richmond
ADDRESS 2	Commissioner of Revenue
ADDRESS 3	P.O. Box 151
ADDRESS 4	Richmond, VA 23219

```
> GUH   100XX,33333333300                                          ON H0901

                      --DEDUCTION PAYMENT NAME & ADDRESS--

__ COMPANY--> 00000  EMPLOYEE NUMBER--> 00000000000  NAME NUMBER--> 0
   NAME>
   PAYEE NAME-----> ______________________________
   ADDRESS 2------> ______________________________
   ADDRESS 3------> ______________________________
   ADDRESS 4------> ______________________________
   ADDRESS 5------> ______________________________
   GARNISHMENT CASE NUMBER--> ____________________
   GARNISHMENT CASE NAME----> ________________________________

          ---DEDUCTION ELECTRONIC FUND TRANSFERS (EFT)---

   EFT H83 SW----->                      EFT H83 KEY------>




A287W-NO RECORD/S FOUND
                                      11/18/04  11:28:53 1 M3LL CIDL ____
```

Continued on next page

Example #10 – Garnishments – Tax Levy, Continued

Using both methods establish the garnishment and administrative fee deductions on the Employee Deduction (H0ZDC) screen.

	Field	Employee Information
Method 1	NO	003
	AMT/PCT	200.00
	GOAL	1000.00
	UTILITY	000000000000000010
	FR	09
Method 2	NO	006
	AMT/PCT	200.00
	END DATE	03/21/2001
	UTILITY	000000010000000010
	FR	09
	NO	019
	AMT/PCT	20.00
	GOAL	20.00
	UTILITY	000000010000000000
	FR	09

```
> guh   100XX,33333333300                                          ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 100XX  EMPLOYEE NUMBER---> 33333333300
  NAME-----> ALFRED                                 NELSON

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__   69 DDCHKING            1.00000          .00  200000000200000003
      90   2 09  000  00/00/0000     00/00/0000           .00           .00

__    0                 ____________          .00  ___________________
      00   0 00  000  00/00/0000     00/00/0000           .00           .00

__    0                 ____________          .00  ___________________
      00   0 00  000  00/00/0000     00/00/0000           .00           .00

__    0                 ____________          .00  ___________________
      00   0 00  000  00/00/0000     00/00/0000           .00           .00

A205W-END OF LIST
                                        11/18/04  13:17:33 1 M3LL CIDL ____
```

Example #11 – Garnishments – Crossing Calendar Years

Garnishment Crossing Calendar Years

On January 1, you noticed that the year-to-date amount for Scott Alcott's garnishment is now zero and there is still an additional $200.00 that needs to be collected to satisfy the garnishment. Using the information below adjust the Employee Deduction screen to decrement the goal and collect the remaining

Field	Employee Information
GOAL	200.00
UTILITY	000000010000000010

```
> GUH   100XX,14141414100,6                                          ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 100XX  EMPLOYEE NUMBER---> 14141414100
  NAME-----> SCOTT                                  ALCOTT

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__   6 GARNISH4            100.00       600.00  000000000000000010
      96   2 09  000  00/00/0000     00/00/0000           .00           .00

__   0                 ____________          .00  ___________________
      00   0 00  000  00/00/0000     00/00/0000           .00           .00

__   0                 ____________          .00  ___________________
      00   0 00  000  00/00/0000     00/00/0000           .00           .00

__   0                 ____________          .00  ___________________
      00   0 00  000  00/00/0000     00/00/0000           .00           .00


                                        11/18/04  13:24:17 1 M3LL CIDL ____
```

Example #12 – Garnishment - Child Support

Child Support

Scott Alcott has been ordered to pay child support. Set up the Deduction Payment Name & Address (H0901) and Employee Deductions (H0ZDC) screens.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NUMBER	14141414100
NAME NUMBER	2
PAYEE NAME	Susie Alcott
ADDRESS 2	1900 Maple Street
ADDRESS 3	Anytown, Va 12345

```
> GUH   100XX,14141414100                                          ON H0901

                       --DEDUCTION PAYMENT NAME & ADDRESS--

__ COMPANY--> 00000  EMPLOYEE NUMBER--> 00000000000  NAME NUMBER--> 0
   NAME>
   PAYEE NAME-----> ______________________________
   ADDRESS 2------> ______________________________
   ADDRESS 3------> ______________________________
   ADDRESS 4------> ______________________________
   ADDRESS 5------> ______________________________
   GARNISHMENT CASE NUMBER--> ____________________
   GARNISHMENT CASE NAME----> ______________________________

          ---DEDUCTION ELECTRONIC FUND TRANSFERS (EFT)---

   EFT H83 SW----->                      EFT H83 KEY------>





                                     11/18/04  13:26:55 1 M3LL CIDL ____
```

Continued on next page

Example #12 – Garnishment - Child Support, Continued

Establish the child support and administrative fee deductions on the Employee Deduction (H0ZDC) screen.

Field	Employee Information
NO	002
AMT/PCT	125.00
UTILITY	000000000000000020
FR	09
NO	019
AMT/PCT	5.00
GOAL	15.00
FR	09

```
> gu    100XX,14141414100                                          ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 100XX  EMPLOYEE NUMBER---> 14141414100
  NAME----->   SCOTT        _        ALCOTT

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__   0                 ____________          .00  ___________________
      00   0 00  000  00/00/0000    00/00/0000           .00           .00

__   0                 ____________          .00  ___________________
      00   0 00  000  00/00/0000    00/00/0000           .00           .00

__   0                 ____________          .00  ___________________
      00   0 00  000  00/00/0000    00/00/0000           .00           .00

__   0                 ____________          .00  ___________________
      00   0 00  000  00/00/0000    00/00/0000           .00           .00

A205W-END OF LIST
                                        11/18/04  13:31:27 1 M3LL CIDL ____
```

Example #13 – Garnishments – Guaranteed Minimum Net

Guaranteed Minimum Net

You have received a $350.00 garnishment for a wage employee whose hours worked each pay period vary from 10 to 50. The employee is guaranteed a minimum net amount, regardless of how few hours are worked. Set up the guaranteed minimum net deduction using the information in the table.

Field	Employee Information
COMPANY	10XX
EMPLOYEE NUMBER	42252341700
NAME NUMBER	1
PAYEE NAME	Virginia Education Loan Authority
ADDRESS 2	c/o General District Court
ADDRESS 3	CASE # 96 101
ADDRESS 4	1501 East Clay Street
ADDRESS 5	Richmond, Va 23218

```
> GUH   100XX,42252341700                                          ON H0901

                      --DEDUCTION PAYMENT NAME & ADDRESS--

__ COMPANY--> 00000  EMPLOYEE NUMBER--> 00000000000  NAME NUMBER--> 0
   NAME>
   PAYEE NAME-----> ______________________________
   ADDRESS 2------> ______________________________
   ADDRESS 3------> ______________________________
   ADDRESS 4------> ______________________________
   ADDRESS 5------> ______________________________
   GARNISHMENT CASE NUMBER--> ____________________
   GARNISHMENT CASE NAME----> ______________________________

          ---DEDUCTION ELECTRONIC FUND TRANSFERS (EFT)---

   EFT H83 SW----->                      EFT H83 KEY------>




A287W-NO RECORD/S FOUND
                                       11/18/04  13:42:52 1 M3LL CIDL ____
```

Continued on next page

Example #13 – Garnishments – Guaranteed Minimum Net, Continued

Complete the Employee Deduction (H0ZDC) screen using the information in the table below.

Field	Employee Information
NO	008
AMT/PCT	.2500
GOAL	350.00
UTILITY	200000000000000010
FR	09
NO	019
AMT/PCT	10.00
GOAL	10.00
UTILITY	000000010000000000
FR	09

```
> GUH   100XX,42252341700                                          ON H0ZDC

                    ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 100XX  EMPLOYEE NUMBER---> 42252341700
  NAME-----> AMY                    S                ROGERS

   NO      NAME          AMT/PCT         GOAL        UTILITY
     CALC GN FR  PRTY START DATE     END DATE        DED MTD       DED YTD

__   69 DDCHKING            1.00000          .00  200000000100000001
      90   2 09  000  00/00/0000     00/00/0000           .00           .00

__    0                 ____________          .00  ___________________
      00   0 00  000  00/00/0000     00/00/0000           .00           .00

__    0                 ____________          .00  ___________________
      00   0 00  000  00/00/0000     00/00/0000           .00           .00

__    0                 ____________          .00  ___________________
      00   0 00  000  00/00/0000     00/00/0000           .00           .00


                                        11/18/04  13:44:58 1 M3LL CIDL ____
```

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TAX & DEDUCTION

OVERRIDES

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Batch #1 Deduction Overrides (HUD01)

One-Time Adjustments

Enter the following batch and employee override information from the tables below.

Field	Batch Information
COMPANY	100XX
BATCH NUMBER	1
PAGE	1

EMPLOYEE NUMBER	DED NO	DED AMOUNT	ADJ INDICATOR
44444444400	062	$ 15.00	+
18181818100	062	0	
14141414100	01	778.73	+
26262626200	026	41.14	+
71717171700	015	11.26	
71717171700	016	167.18	
71717171700	020	5.79	
71717171700	036	12.25	

Continued on next page

Batch #1 Deduction Overrides (HUD01), Continued

```
> GUH   100XX,1                                                    ON HUD01

                   ----------DEDUCTION OVERRIDE------------

__ COMPANY--> 00000 BATCH NUMBER--> 0000 PAGE NUMBER--> 00000

 EMPLOYEE  C      DED STATE   DEDUCTION   DEDUCTION   DATE     DATE
  NUMBER   D  TRN  NO LOCAL     GOAL        AMOUNT    FROM      TO          ADJ
                                          (2ND LINE)  DEDUCTION UTILITY
0000000000 X 8 XX 000 000000 00000000000 00000000000 00000000 00000000      _
                                                      ___________________
0000000000 X 8 XX 000 000000 00000000000 00000000000 00000000 00000000      _
                                                      ___________________
0000000000 X 8 XX 000 000000 00000000000 00000000000 00000000 00000000      _
                                                      ___________________
0000000000 X 8 XX 000 000000 00000000000 00000000000 00000000 00000000      _
                                                      ___________________
0000000000 X 8 XX 000 000000 00000000000 00000000000 00000000 00000000      _
                                                      ___________________
0000000000 X 8 XX 000 000000 00000000000 00000000000 00000000 00000000      _
                                                      ___________________

A287W-NO RECORD/S FOUND
                                        11/18/04  14:20:39 1 M3LL CIDL ____
```

ACCEPTABLE VALUES FOR **TRN** COL:
- 01 - FEDERAL INCOME TAX
- 06 - FICA
- 02 - STATE INCOME TAX
- 04 - LOCAL INCOME TAX
- 05 - SPECIAL LOCAL TAX
- 10 - SD LOCAL TAX

ACCEPTALBE VALUES FOR **DED NO** COLUMN:
Deduction Numbers 1 - 70

ADJUSTMENT INDICATOR
- Blank – withhold amt in place of reg ded
- \+ - withhold amt in addition to reg ded.
- _ - reduce reg ded by this amt

Continued on next page

Batch #1 Deduction Overrides (HUD01), Continued

Pay Transaction Balancing – HRSBB

Complete the Pay Transaction Balancing (IBC) screen to balance Batch #1 using the information in the table below.

Field		Batch Information
COMPANY		100XX
BATCH NUMBER		0001
CONTROL TOTAL C		1031.35
PAY RANGE	1	70
	2	70

```
> GUH   100XX                                                        ON HRSBB

                    ----PAY TRANSACTION BALANCING (IBC)-----

 __ COMPANY--> 00000 BATCH NUMBER--> 0000


   CONTROL        CONTROL          CONTROL           CONTROL       PAY RANGE
   TOTAL A        TOTAL B          TOTAL C           TOTAL D         1   2

  00000000.00    00000000.00   000000000.000000    000000000.000000   00  00


    ------------------------CALCULATED-------------------------
   TOTAL A        TOTAL B          TOTAL C           TOTAL D

  00000000.00    00000000.00   000000000.000000    000000000.000000

    ------------------------DIFFERENCE-------------------------

  00000000.00    00000000.00   000000000.000000    000000000.000000

 A287W-NO RECORD/S FOUND
                                          11/18/04  15:50:30 1 M3LL CIDL ____
```

```
CO. NO. 10011  ********* TRAINING COMPANY # 11 *********                                   REPORT  1004    DBS HR:M
                                                                                            RUN ON 12/15/2004 AT 11:55:16
BATCH     1                              TRANSACTION BALANCE REPORT AS OF 12/31/2004                                PAGE    3

   SEQ.   EMPLOYEE  TRAN PAY  REG HRS REG-RATE/AMT OT HRS   OT RATE/AMT  O-T ADJ SHF AMT DED ST  LOC  DEP SEC   FROM DATE  TO DATE
   NO.    NUMBER    CODE DED  SPC HRS SPC-RATE/AMT              WORK     T/P IND CHK A/P IND CDE CDE  NO  NO    LABOR DISTRIBUTION

P   308               IBC     1          .00           .00         1031.350000             .000000   70  70
P   311 1414141410 O 801                  778.73                            +                                   00/00/0000 00/00/0000
P   310 1818181810 O 8XX 062                                                                                   00/00/0000 00/00/0000
                                                                                                               00000000000000000000
P   312 2626262620 O 8XX 026               41.14                            +                                   00/00/0000 00/00/0000
                                                                                                               00000000000000000000
P   309 4444444440 O 8XX 062               15.00                            +                                   00/00/0000 00/00/0000
                                                                                                               00000000000000000000
P   313 7171717170 O 8XX 015               11.26                                                                00/00/0000 00/00/0000
                                                                                                               00000000000000000000
P   314 7171717170 O 8XX 016              167.18                                                                00/00/0000 00/00/0000
                                                                                                               00000000000000000000
P   315 7171717170 O 8XX 020                5.79                                                                00/00/0000 00/00/0000
                                                                                                               00000000000000000000
P   316 7171717170 O 8XX 036               12.25                                                                00/00/0000 00/00/0000
                                                                                                               00000000000000000000

P - THIS TRANSACTION IS FROM THE PENDING FILE

                                        TRANSACTION BATCH STATISTICS

        THIS BATCH IS IN BALANCE.

        NO. OF EMPLOYEES NOT TO BE PAID       1

        NO. OF TRANSACTIONS IN THIS BATCH     9

                                  REGULAR      OVERTIME            REGULAR            OVERTIME
                                   HOURS        HOURS              RATE/PAY           RATE/PAY

        TRANSACTION TOTALS          0.00          0.00          1031.350000          0.000000
```

Benefits and Deductions Processing Review Answers

1. Deductions must be established at the _____ level, before they can be set up for an employee.

2. Deductions are withheld from an employee's pay in _____ order.

3. Employee benefits such as Healthcare may either be entered and changed through input to BES by the employee and automatically updated in CIPPS, or through entry on the _____ screen, which also shows the employee's Retirement plan.

4. When entering a flat dollar amount for certain deductions, the first position of the utility field contains a value of _____.

5. When entering a percentage for certain deductions, the first position of the utility field contains a value of _____.

6. Deductions which have a value of 2 in the eleventh and twelfth positions and a value of 1 in position sixteen of the utility field are exempted from _____, _____, and _____ taxes.

7. A value of 1 in the eight position of the utility field indicates that the goal will be _____ each time the deduction is withheld.

8. Third party names for support and garnishment deductions are referenced in the _____ position of the utility field.

9. Alternate names for bond deductions are referenced in the _____ position of the utility field.

10. Bond balances are accumulated in positions _____ of the utility field.

11. Group Life Insurance deductions are established as a result of entering a valid _____ code on the Employee Benefits screen HMCU1.

12. If you want to stop a deduction, you enter a value of ___ in the frequency on the H0ZDC screen.

13. The Set numbers for Direct Deposit deductions are referenced in the _____ and _____ positions of the utility field.

14. Tax and Deduction overrides are good for _____ pay period only.

15. Do not override _____ and _____ taxes, since they are self-adjusting.

16. All batches must be _____ on the HRSBB screen.

17. Tax and Deduction transactions are assigned a transaction code beginning with_____.

18. An employee is allowed a total of _____ savings bond deductions.

19. Can an employee send their bonds to an address other than the address listed on the H0BID screen? _____ If yes, how?

_____

20. Employee X wants to purchase a Savings Bond with a maturity value of $50.00. Will this be allowed? _____ Why?

_____

21. TRUE or FALSE: I would place the name reference for a bond in position 17 of the utility field. If false, where would the name reference be located?

_____

22. TRUE or FALSE: A processor should never turn off a bond deduction without consulting Cathy Royal at DOA first.

23. TRUE or FALSE: A processor should never change the figures in positions 11-16 of the utility field. If true, why?

_____

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End of Module 3