

**BENEFITS AND  
DEDUCTION PROCESSING**

## **Learning Points**

This module will focus on how to access the Employee Deduction Screen H0ZDC and enter a new deduction or make changes to existing deductions. The following will be covered:

- Review of the Statewide Deduction Matrix that is on the DOA Payroll Operations web site under Payroll Forms.
- Deductions are created through: Interfaces from BES, FBMC, ING, DHRM; entries on HMCU1; and direct entry onto H0ZDC.
- Deferred Compensation and Annuities, CAPP Topics 50415 and 50420
- Flexible Spending Accounts (Dependent Care and Medical Reimbursement Accounts and Fees), CAPP Topic 50435
- Establishing and Processing Child Support, Garnishments and Tax Levy Deductions, CAPP Topic 50405
- Tax and Deduction Overrides, CAPP Topic 50605

## How to Access the Employee Deduction Screen, H0ZDC

**Enter a new deduction on H0ZDC**

To create a new deduction, enter the following on the command line:

1. GU    company number, employee number        H0ZDC
2. Press 'enter'.
3. The screen will display all the current deductions the employee has in numerical order. Press 'enter' again to 'scroll' through all the pages of deductions. On the last page, there will be blank lines to enter new deduction information.

```

> GU      10010,01059620700                                ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER---> 01059620700
NAME-----> SCOTT                                     ALCOTT

  NO      NAME          AMT/PCT      GOAL      UTILITY
  CALC GN FR  PRTY  START DATE    END DATE    DED MTD      DED YTD
-----
  12 EMP RET          .00000      .00  300000000022200000
   85  1 09  000  00/00/0000    00/00/0000      .00          .00

  24 PRM CONV          32.50      .00  000000000022000100
   85  1 09  000  00/00/0000    00/00/0000      .00          24.50

  26 AGY HLTH          186.50      .00  000000000000000000
   96  2 09  000  00/00/0000    00/00/0000      .00          574.00

 102 GRPINS-X          .00      .00  000000000000000000
   04  1 09  000  00/00/0000    00/00/0000      .00          .00

                                08/25/10  13:33:31  1 M3LL CID5 _____

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## How to Access the Employee Deduction Screen, H0ZDC, Continued

```

> GU      10010,01059620700,116                                ON H0ZDC

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

COMPANY--> 10010  EMPLOYEE NUMBER---> 01059620700
NAME-----> SCOTT                                           ALCOTT

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

__ 105 RETCRD-X          .00890        .00  3000000000000000000
   96   1 09   000  00/00/0000  00/00/0000        .00              .00

__ 106 LT DIS-X          .00            .00  0000000000000000000
   05   1 09   000  00/00/0000  00/00/0000        .00              .00

__ 115 RET CRDT          .00100        .00  3000000000000000000
   96   1 09   000  00/00/0000  00/00/0000        .00              54.46

__ 116 RETIRMNT          .02130        .00  3000000000000000000
   96   1 09   000  00/00/0000  00/00/0000        .00             1222.76

                                08/25/10  15:29:31  1 M3LL CID5 ____
  
```

```

> GU      10010,01059620700,136                                ON H0ZDC

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

COMPANY--> 10010  EMPLOYEE NUMBER---> 01059620700
NAME-----> SCOTT                                           ALCOTT

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

__ 117 RETRMT-X          .04450        .00  3000000000000000000
   96   1 09   000  00/00/0000  00/00/0000        .00              .00

__ 120 GRP INSR          .00            .00  0000000000000000000
   01   1 09   000  00/00/0000  00/00/0000        .00             119.07

__ 127 RETRMNT2          .05000        .00  3000000000000000000
   96   1 09   000  00/00/0000  00/00/0000        .00              .00

__ 136 LT DISAB          .00            .00  0000000000000000000
   02   1 09   000  00/00/0000  00/00/0000        .00              .00
  
```

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## How to Access the Employee Deduction Screen, H0ZDC, Continued

```

> C 10010,01059620700,169 ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010 EMPLOYEE NUMBER---> 01059620700
NAME-----> SCOTT ALCOTT

NO      NAME      AMT/PCT      GOAL      UTILITY
CALC GN FR  PRTY START DATE  END DATE    DED MTD    DED YTD
--- 169 DDCHKING      1.00000      .00  200000000100000001
    90  2 09  000  00/00/0000  00/00/0000      .00      .00
---  0
    00  0 00  000  00/00/0000  00/00/0000      .00      .00
---  0
    00  0 00  000  00/00/0000  00/00/0000      .00      .00
---  0
    00  0 00  000  00/00/0000  00/00/0000      .00      .00

A205W-END OF LIST
                                08/25/10  15:32:36  1 M3LL CID5 ____

```

**Change an existing deduction on H0ZDC**

To make changes to an existing deduction, enter the following:

1. GUH co#, employee number, deduction number H0ZDC
2. Press “enter”.
3. The screen will display only the deduction number entered on the command line.
4. Use a subcommand of “R”, key in the changes and press “enter”.

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**How to Access the Employee Deduction Screen, H0ZDC, Continued**

```

> GUH      10010,01059620700,050                                ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER---> 01059620700
NAME-----> SCOTT                                           ALCOTT

  NO      NAME      AMT/PCT      GOAL      UTILITY
  CALC GN FR  PRTY START DATE      END DATE      DED MTD      DED YTD
  ---
   050 PARKING      25.00      .00  000000000022200100
      90   2 09   000  00/00/0000      00/00/0000      .00      .00
  ---
   0
      00   0 00   000  00/00/0000      00/00/0000      .00      .00
  ---
   0
      00   0 00   000  00/00/0000      00/00/0000      .00      .00
  ---
   0
      00   0 00   000  00/00/0000      00/00/0000      .00      .00
  
```

```

> GUH      10010,01059620700,050                                ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER---> 01059620700
NAME-----> SCOTT                                           ALCOTT

  NO      NAME      AMT/PCT      GOAL      UTILITY
  CALC GN FR  PRTY START DATE      END DATE      DED MTD      DED YTD
  ---
 R  050 PARKING      25.00      .00  000000000022200100
      90   2 00   000  00/00/0000      00/00/0000      .00      .00
  ---
   0
      00   0 00   000  00/00/0000      00/00/0000      .00      .00
  ---
   0
      00   0 00   000  00/00/0000      00/00/0000      .00      .00
  ---
   0
      00   0 00   000  00/00/0000      00/00/0000      .00      .00
  
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## Example # 1 – Deferred Compensation

**Deferred  
 Compensation  
 and Cash  
 Match Set Up**

**With the automated update from ING to CIPPS only EXCEPTIONS are entered in to CIPPS. This example shows how to set up the deduction due to an automatic transactions error as listed on Report U063, DC/CIPPS DEFERRED COMP/CASH MATCH ERROR REPORT.**

Establish the deferred compensation deductions for Scott Alcott – EE# 01059620700 by scrolling through to a blank line, then enter the following:

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	10.00
FR	09

```

> GU      10010,01059620700                                ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER---> 01059620700
NAME-----> SCOTT                                     ALCOTT

  NO      NAME          AMT/PCT      GOAL      UTILITY
  CALC GN FR  PRTY  START DATE    END DATE    DED MTD      DED YTD
-----
  169 DDCHKING          1.00000      .00  200000000100000001
    90  2 09  000  00/00/0000    00/00/0000          .00          .00

I_ 038
    00  0 09  000  00/00/0000    00/00/0000          .00          .00
      50.00      1200.00

I_ 045
    00  0 09  000  00/00/0000    00/00/0000          .00          .00
      10.00          .00

  0
    00  0 00  000  00/00/0000    00/00/0000          .00          .00

0002W-UTILITY FIELD WILL BE POPULATED
  
```

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## Example # 2 - Annuities

### Annuities

**Annuities are set up automatically through the Misc Ins and Annuity update interface. See Payroll Bulletin 2010-11 for details. Annuities should only be manually setup by the agency if the employee is on the Report U148, MISC INS/ANNUITY/FEE ERROR LISTING.**

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

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
NO	046
AMT/PCT	10.00
FR	09

```

> C      10010,01046284200,169                                ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER---> 01046284200
NAME-----> ALFRED                                NELSON

  NO      NAME          AMT/PCT      GOAL      UTILITY
  CALC GN FR  PRTY  START DATE  END DATE  DED MTD      DED YTD
___ 136 LT DISAB          .00          .00  000000000000000000
   02  1 09  000  00/00/0000  00/00/0000          .00          .00
___ 168 DDSAVNG2          150.00          .00  000000000100000001
   91  2 09  000  00/00/0000  00/00/0000          .00          .00
___ 169 DDCHKING          1.00000          .00  200000000200000001
   90  2 09  000  00/00/0000  00/00/0000          .00          .00
I_ 039          150.00          .00
   00  0 09  000  00/00/0000  00/00/0000          .00          .00

0002W-UTILITY FIELD WILL BE POPULATED
                                08/27/10  10:14:12 1 M3LL CID5 _____

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**Example # 2 - Annuities, Continued**

```

> C 10010,01046284200 ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010 EMPLOYEE NUMBER---> 01046284200
NAME----->

```

NO	NAME	AMT/PCT	GOAL	UTILITY	DED YTD
CALC	GN FR	PRTY	START DATE	END DATE	DED MTD
I_ 042		.35	.00		
00	0 09	000	00/00/0000	00/00/0000	.00
					.00
I_ 046		10.00	.00		
00	0 09	000	00/00/0000	00/00/0000	.00
					.00
0					
00	0 00	000	00/00/0000	00/00/0000	.00
					.00
0					
00	0 00	000	00/00/0000	00/00/0000	.00
					.00

A205W-END OF LIST

08/27/10 10:15:59 1 M3LL CID5 \_\_\_\_\_

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## Example # 3 – Flexible Spending Accounts

**Flexible Spending Accounts Setup**

**Flexible Spending Accounts are set up automatically through the daily BES to CIPPS interface. See Payroll Bulletins 2010-11 and 2009-10 for details.**

**Flex deductions should only be manually setup by the agency if the employee is on the Report U130 BES/CIPPS Transaction Error Report or Report U075, Reimbursement Accounts Error Report.**

Using the information provided establish the Dependent Care Reimbursement Deduction and administrative fee effective at the beginning of the plan year, July 1.

Field	Employee Information
NO	021
AMT/PCT	54.00
UTILITY	Auto filled after pressing enter
FR	09
END DATE	06/30/20XX
NO	023
AMT/PCT	3.67 (ee number of pays is 24)
GOAL	44.04 (3.67 x remaining months in plan year)
UTILITY	Auto filled after pressing enter, then manually enter a '1' in eighth position to decrement the goal.
FR	01
END DATE	06/30/20XX

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**Example # 3 – Flexible Spending Accounts, Continued**

```

> C      10010,01325687400,136                                ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER---> 01325687400
NAME-----> PHILLIP                                RANDALL

NO      NAME          AMT/PCT      GOAL      UTILITY
CALC GN FR  PRTY START DATE  END DATE    DED MTD    DED YTD
_ 136 LT DISAB      .00         .00  000000000000000000
  02  1 09  000  00/00/0000  00/00/0000      .00         .00

I_ 021
  00  0 09  000  00/00/0000  063020XX00      .00         .00
      54.00
I_ 023
  00  0 01  000  00/00/0000  063020XX00      .00         .00
      3.67      44.04
_   0
  00  0 00  000  00/00/0000  00/00/0000      .00         .00

0002W-UTILITY FIELD WILL BE POPULATED  0005W-ACTIVE FLEX REQUIRES ACTIVE 23
                                           08/27/10  10:44:29 1 M3LL CID5 ____
  
```

```

> GU      10010,01325687400,024                                ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER---> 01325687400
NAME-----> PHILLIP                                RANDALL

NO      NAME          AMT/PCT      GOAL      UTILITY
CALC GN FR  PRTY START DATE  END DATE    DED MTD    DED YTD
_  12 EMP RET      .00000      .00  300000000022200000
  85  1 09  000  00/00/0000  00/00/0000      .00         .00
_  21 DEP CARE      54.00       .00  000000000022200100
  85  1 09  000  00/00/0000  06/30/2011      .00         .00
R_ 23 ADM FEES      3.67        36.70  000000001022200100
  85  1 01  000  00/00/0000  06/30/20XX      .00         .00
_  24 PRM CONV      32.00       .00  000000000022000100
  85  1 09  000  00/00/0000  00/00/0000      .00         24.50
  
```

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### Example # 3 – Flexible Spending Accounts, Continued

**Flex Accounts Maintenance and Setup**

**Flexible Spending Accounts are set up automatically through the daily BES to CIPPS interface. Flex deductions should only be changed by the agency if the employee is on the Report U130 BES/CIPPS Transaction Error Report or Report U075, Reimbursement Accounts Error Report. Effective July 1, increase the employee's dependent care deduction and establish a medical reimbursement deduction effective October 1..**

Field	Employee Information
NO (#021)	50.00
NO	022
AMT/PCT	57.00
FR	09
END DATE	06/30/20XX
NO	023
AMT/PCT	3.67
GOAL	44.04 (3.67 x remaining months in plan year)
UTILITY	Auto filled after pressing enter, then manually enter a '1' in eighth position to decrement the goal.
FR	01
END DATE	06/30/20XX

```

> GU      10010,01100560500,024                                ON HOZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER---> 01100560500
NAME-----> DAVID                                     NAMESMITH

  NO      NAME          AMT/PCT      GOAL      UTILITY
  CALC GN FR  PRTY  START DATE    END DATE    DED MTD      DED YTD
___ 12 EMP RET          .00000      .00  300000000022200000
   85  1 09  000  00/00/0000  00/00/0000      .00          .00

R__ 21 DEP CARE          50.00      600.00  000000000022000100
   85  1 09  000  00/00/0000  06/30/20XX      .00          .00

R__ 23 ADM FEES          3.67      44.04  000000010022010100
   85  1 01  000  00/00/0000  06/30/20XX      .00          .00

___ 24 PRM CONV          32.00      .00  000000000022000100

```

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**Example # 3 – Flexible Spending Accounts, Continued**

```

> C      10010,01100560500,136                                ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER---> 01100560500
NAME-----> DAVID                                NAMESMITH

  NO      NAME          AMT/PCT      GOAL      UTILITY
  CALC GN FR  PRTY  START DATE    END DATE    DED MTD      DED YTD
___ 127 RETRMNT2          .05000      .00  3000000000000000000
   96   1 09   000  00/00/0000    00/00/0000          .00          .00

___ 136 LT DISAB          .00          .00  0000000000000000000
   02   1 09   000  00/00/0000    00/00/0000          .00          .00

I_ 022
   00   0 09   000  00/00/0000    063020XX00          .00          .00
   57.00_____

___ 000          .00          .00 _____
   00   0 01   000  00/00/0000    00/00/0000          .00          .00

0002W-UTILITY FIELD WILL BE POPULATED
                                08/26/10  08:20:12 1 M3LL CID5 ____

```

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## Example # 5 – 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. **DO NOT ENTER SSNs ON THE H0901 SCREEN.**

Field	Employee Information
COMPANY	100XX
EMPLOYEE NUMBER	01155053600
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      10010,01155053600                                ON H0901

          --DEDUCTION PAYMENT NAME & ADDRESS--

___ COMPANY--> 00000  EMPLOYEE NUMBER--> 000000000000  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                                08/26/10  08:05:47  1 M3LL CID5  ____  _
  
```

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## Example # 5 – Garnishments – Percentage Deduction, Continued

```

> GUH 10010,01155053600 ON H0901

      --DEDUCTION PAYMENT NAME & ADDRESS--

I_ COMPANY--> 10010  EMPLOYEE NUMBER--> 01155053600  NAME NUMBER--> 1
NAME>
PAYEE NAME-----> va power_____
ADDRESS 2-----> c/o general district court_____
ADDRESS 3-----> case # 9501_____
ADDRESS 4-----> 1501 east clay street_____
ADDRESS 5-----> richmond, va 23219_____
GARNISHMENT CASE NUMBER--> 9501_____
GARNISHMENT CASE NAME----> john stroud_____

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

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

A287W-NO RECORD/S FOUND                               08/26/10 08:05:47 1 M3LL CID5 _____

```

Once H0901 is complete, 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	2000000000000000010
FR	09
NO	019
AMT/PCT	10.00
GOAL	10.00
UTILITY	000000010000000000
FR	09

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**Example # 5 – Garnishments – Percentage Deduction, Continued**

<b>C</b>	10010,01155053600,136						ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----							
COMPANY--> 10010		EMPLOYEE NUMBER---> 01155053600					
NAME-----> JOHN		THOMAS		STROUD			
NO	NAME	AMT/PCT	GOAL	UTILITY			
CALC GN FR	PRTY	START DATE	END DATE	DED MTD	DED YTD		
___ 127	RETRMNT2	.00000	.00	30000000000000000000			
96 1 09	000	00/00/0000	00/00/0000	.00	.00		
___ 136	LT DISAB	.00	.00	00000000000000000000			
02 1 09	000	00/00/0000	00/00/0000	.00	.00		
I_ 003		.2500	500.00	20000000000000000010			
00 0 09	000	00/00/0000	00/00/0000	.00	.00		
I_ 019		10.00	10.00	00000000100000000000			
00 0 09	000	00/00/0000	00/00/0000	.00	.00		

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## Example # 6 – Garnishments – Tax Levy

**Tax Levy With A Fixed Deduction** A tax levy against Alfred Nelson is received. Using the table information below create the payee and employee deduction information in CIPPS.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NUMBER	01046284200
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,01046284200 ON H0901
--DEDUCTION PAYMENT NAME & ADDRESS--
COMPANY--> 00000 EMPLOYEE NUMBER--> 000000000000 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 _____
  
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**Example # 6 – Garnishments – Tax Levy, Continued**

```
> GUH 10010,01046284200 ON H0901
--DEDUCTION PAYMENT NAME & ADDRESS--
I_ COMPANY--> 10010 EMPLOYEE NUMBER--> 01046284200 NAME NUMBER--> 1
NAME>
PAYEE NAME-----> city of richmond_____
ADDRESS 2-----> commissioner of revenue_____
ADDRESS 3-----> p.o. box 151_____
ADDRESS 4-----> richmond, va 23219_____
ADDRESS 5-----> _____
GARNISHMENT CASE NUMBER--> _____
GARNISHMENT CASE NAME----> alfred nelson_____

---DEDUCTION ELECTRONIC FUND TRANSFERS (EFT)---
EFT H83 SW-----> EFT H83 KEY----->
A287W-NO RECORD/S FOUND 08/27/10 14:59:35 1 M3LL CID5 _____
```

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**Example # 6 – 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	0000000000000000010
	FR	09
Method 2	NO	006
	AMT/PCT	200.00
	END DATE	03/21/20XX
	UTILITY	0000000100000000010
	FR	09
	NO	019
	AMT/PCT	20.00
	GOAL	20.00
	UTILITY	0000000100000000000
	FR	09

```

> guh      10010,01046284200,003                                ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER---> 01046284200
NAME-----> ALFRED                                           NELSON

  NO      NAME          AMT/PCT          GOAL          UTILITY
  CALC GN FR  PRTY  START DATE      END DATE      DED MTD      DED YTD
I_ 003
   00   0 09   000   00/00/0000    00/00/0000    .00          .00
I_ 006
   00   0 09   000   00/00/0000    032120XX      .00          .00
I_ 019
   00   0 09   000   00/00/0000    00/00/0000    .00          .00

                                08/27/10  15:09:15  1 M3LL CID5 _____

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Module 3 – Benefits and Deduction Processing**

## Example # 7 – 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 10010,01059620700,006 ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010 EMPLOYEE NUMBER---> 01059620700
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  0 00  000  00/00/0000  00/00/0000          .00          .00
---
 0
 00  0 00  000  00/00/0000  00/00/0000          .00          .00
---
 0
 00  0 00  000  00/00/0000  00/00/0000          .00          .00
-----
                                08/30/10  08:05:04  1 M3LL CID5

```

*Continued on next page*

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**Example # 7 – Garnishments – Crossing Calendar Years, Continued**

```

> GUH 10010,01059620700,006 ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010 EMPLOYEE NUMBER---> 01059620700
NAME-----> SCOTT ALCOTT

NO      NAME      AMT/PCT      GOAL      UTILITY
  CALC GN FR  PRTY START DATE  END DATE  DED MTD      DED YTD
R_ 6 GARNISH4      100.00 200.00      000000001000000010
   96  2 09  000  00/00/0000  00/00/0000      .00      .00
---  0
   00  0 00  000  00/00/0000  00/00/0000      .00      .00
---  0
   00  0 00  000  00/00/0000  00/00/0000      .00      .00
---  0
   00  0 00  000  00/00/0000  00/00/0000      .00      .00

                                08/30/10  08:05:04  1 M3LL CID5 ____
  
```

## Example # 8 – 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. You will need to scroll to get past the name number 1 screen that was previously set up.

Field	Employee Information
COMPANY	100XX
EMPLOYEE NUMBER	01059620700
NAME NUMBER	2
PAYEE NAME	Susie Alcott
ADDRESS 2	1900 Maple Street
ADDRESS 3	Anytown, Va 12345

```

> GU      10010, 1059620700                                ON H0901
--DEDUCTION PAYMENT NAME & ADDRESS--
___ COMPANY--> 00000  EMPLOYEE NUMBER--> 000000000000  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----->

A205W-END OF LIST
08/30/10  10:30:56  1  M3LL CID5  _____

```

*Continued on next page*

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**Example # 8 – Garnishment - Child Support, Continued**

```
> GUH      10010, 1059620700                                ON H0901

                --DEDUCTION PAYMENT NAME & ADDRESS--

I_COMPANY--> 10010  EMPLOYEE NUMBER--> 01059620700  NAME NUMBER--> 2
  NAME>
  PAYEE NAME-----> susie alcott
  ADDRESS 2-----> 1900 maple street
  ADDRESS 3-----> anytown, va 12345
  ADDRESS 4-----> _____
  ADDRESS 5-----> _____
  GARNISHMENT CASE NUMBER--> _____
  GARNISHMENT CASE NAME-----> _____

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

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

A205W-END OF LIST

                                08/30/10  10:30:56  1 M3LL CID5 _____
```

*Continued on next page*

**DEPARTMENT OF ACCOUNTS  
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 Module 3 – Benefits and Deduction Processing**

**Example # 8 – 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	0000000000000000020
FR	09
NO	019
AMT/PCT	5.00
GOAL	15.00
FR	09

```

> GUH      10010,01059620700                                ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER---> 01059620700
NAME----->

NO      NAME      AMT/PCT      GOAL      UTILITY
  CALC GN FR  PRTY START DATE  END DATE  DED MTD      DED YTD
I_ 002
   00  0 09  000  00/00/0000  00/00/0000  .00          .00
      125.00_____ .00  0000000000000000020
I_ 019
   00  0 09  000  00/00/0000  00/00/0000  .00          .00
      5.00_____ .00
   0
   00  0 00  000  00/00/0000  00/00/0000  .00          .00
      _____ .00
   0
   00  0 00  000  00/00/0000  00/00/0000  .00          .00
      _____ .00

0001W-DED 1-8 MAY REQUIRE A GARN FEE #
  
```

*Continued on next page*

**DEPARTMENT OF ACCOUNTS  
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## Example # 9 – Garnishment – Guaranteed Minimum Net

**Guaranteed  
 Minimum Net**

You have received a \$350.00 garnishment for a wage employee whose hours worked each pay period varies 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	01020356800
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 10010,01020356800 ON H0901

      --DEDUCTION PAYMENT NAME & ADDRESS--

I COMPANY--> 10010  EMPLOYEE NUMBER--> 01020356800  NAME NUMBER--> 1
NAME>
PAYEE NAME----->  VA EDUCATION LOAN AUTHORITY
ADDRESS 2----->  C/O GENERAL DISTRICT COURT
ADDRESS 3----->  1501 EAST CLAY STREET
ADDRESS 4----->  RICHMOND, VA 23218
ADDRESS 5----->
GARNISHMENT CASE NUMBER-->  CASE # 96 101
GARNISHMENT CASE NAME---->

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

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

A287W-NO RECORD/S FOUND                                08/30/10 10:45:53 1 M3LL CID5
  
```

*Continued on next page*

**DEPARTMENT OF ACCOUNTS  
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**Example # 9 – Garnishment – 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	200000004700000010
FR	09
NO	019
AMT/PCT	10.00
GOAL	10.00
UTILITY	000000010000000000
FR	09

```

> GUH 10010,01020356800                                ON H0ZDC
-----EMPLOYEE DEDUCTIONS-----
COMPANY--> 10010  EMPLOYEE NUMBER--> 01020356800
NAME-----> AMY                S                ROGERS

NO      NAME          AMT/PCT      GOAL      UTILITY
CALC GN FR  PRTY START DATE  END DATE  DED MTD   DED YTD
--- 169 DDCHKING          1.00000      .00  200000000100000001
    90  2 09  000  00/00/0000  00/00/0000          .00          .00

I  08                .25          350.00  200000004700000010
    00  0 09  000  00/00/0000  00/00/0000          .00          .00

I  19                10.00         10.00  000000010000000000
    00  0 09  000  00/00/0000  00/00/0000          .00          .00

---  0                .00
    00  0 00  000  00/00/0000  00/00/0000          .00          .00

                                08/30/10  10:46:34  1 M3LL CID5 _____

```

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# **TAX & DEDUCTION**

## **OVERRIDES**

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
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## Deduction Override Screen HUD01- One Time ONLY

```

> GUH 10010,1                                     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 000000000000 000000000000 00000000 00000000  _
0000000000 X 8 XX 000 000000 000000000000 000000000000 00000000 00000000  _
0000000000 X 8 XX 000 000000 000000000000 000000000000 00000000 00000000  _
0000000000 X 8 XX 000 000000 000000000000 000000000000 00000000 00000000  _
0000000000 X 8 XX 000 000000 000000000000 000000000000 00000000 00000000  _
0000000000 X 8 XX 000 000000 000000000000 000000000000 00000000 00000000  _

A287W-NO RECORD/S FOUND
08/30/10 11:01:16 1 M3LL CID5 _____

```

ACCEPTABLE VALUES FOR **TRN** COL:

- 01 - FEDERAL INCOME TAX
- ~~06 - FICA (DO NOT USE)~~
- 02 - STATE INCOME TAX
- 04 - LOCAL INCOME TAX
- 05 - SPECIAL LOCAL TAX
- 10 - SD LOCAL TAX

ACCEPTABLE VALUES FOR **DED NO** COLUMN:  
Deduction Numbers 1 - 170

**ADJUSTMENT INDICATOR-** for this payroll ONLY

- Blank - withhold this amount (instead of H0ZDC)
- + - withhold this amount plus H0ZDC amount
- - reduce the H0ZDC amount by this amount

*Continued on next page*

**DEPARTMENT OF ACCOUNTS  
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## Deduction Override Screen HUD01- One Time ONLY, Continued

**One-Time Adjustments**

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

Field	Batch Information
COMPANY	100XX
BATCH NUMBER	30
PAGE	1

EMPLOYEE NUMBER	DED NO	DED AMOUNT	ADJ INDICATOR
01003258400	062	\$ 15.00	-
01874632900	062	0	
01059620700	001	778.73	+
01155053600	026	41.14	+

```

> GUH 100XX,30 ON HUD01
-----DEDUCTION OVERRIDE-----
_I_ COMPANY--> 10010 BATCH NUMBER--> 0030 PAGE NUMBER--> 00001
EMPLOYEE C      DED STATE  DEDUCTION  DEDUCTION  DATE      DATE      ADJ
NUMBER  D  TRN  NO  LOCAL    GOAL      AMOUNT    FROM      TO
(2ND LINE) DEDUCTION UTILITY
01003258400 X 8 XX 062 000000 000000000000 000000001500 00000000 00000000 -
01874632900 X 8 XX 062 000000 000000000000 000000000000 00000000 00000000 -
01059620700 X 8 XX 001 000000 000000000000 000000077873 00000000 00000000 +
01155053600 X 8 XX 026 000000 000000000000 000000004114 00000000 00000000 +
00000000000 X 8 XX 000 000000 000000000000 000000000000 00000000 00000000 -
00000000000 X 8 XX 000 000000 000000000000 000000000000 00000000 00000000 -
A287W-NO RECORD/S FOUND
08/30/10 11:01:16 1 M3LL CID5

```

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**DEPARTMENT OF ACCOUNTS  
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Module 3 – Benefits and Deduction Processing**

## Deduction Override Screen HUD01- One Time ONLY, 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		0030
CONTROL TOTAL C		834.87
PAY RANGE	1	70
	2	70

```

> GUH 10010,030 ON HRSBB
-----PAY TRANSACTION BALANCING (IBC)-----
_I COMPANY--> 10010 BATCH NUMBER--> 0030

CONTROL      CONTROL      CONTROL      CONTROL      PAY RANGE
TOTAL A      TOTAL B      TOTAL C      TOTAL D      1      2
00000000.00 00000000.00 00000000834.87000 000000000.000000 70 70

-----CALCULATED-----
TOTAL A      TOTAL B      TOTAL C      TOTAL D
00000000.00 00000000.00 00000000834.87000 000000000.000000

-----DIFFERENCE-----
00000000.00 00000000.00 000000000.000000 000000000.000000

                                08/30/10 11:02:11 1 M3LL CID5 ____

```

*Continued on next page*

## **Deduction Override Screen HUD01- One Time ONLY, Continued**

---

**Retirement  
Overrides**

Using the correct Special Pay as outlined in Payroll Bulletin 2011-12, can eliminate the need for retirement deduction overrides. However, if needed, this is an example of how they would look.

<b>EMPLOYEE NUMBER</b>	<b>DED NO</b>	<b>DED AMOUNT</b>	<b>ADJ INDICATOR</b>
01258645300	105	21.58	
01258645300	112	121.23	
01258645300	115	2.42	
01258645300	116	51.64	
01258645300	117	107.89	

---

## **Benefits and Deductions Processing Review Answers**

1. Tax and Deduction overrides can be identified on edit and pay reports as those entries that have a transaction code beginning with \_\_\_\_\_.
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 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, twelfth, and thirteenth positions and a value of 1 in position sixteen of the utility field are exempted from \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ taxes.
7. For support and garnishment deductions, the third party names and addresses are entered on \_\_\_\_\_.  
The 'name number' is then entered in position \_\_\_\_\_ of the utility field.
8. If you want to stop a deduction, you enter a value of \_\_\_ in the frequency on the H0ZDC screen. For retirement deductions, enter \_\_\_\_\_ on HMCU1.
9. Direct Deposit bank routing and account numbers are entered on \_\_\_\_\_.  
The 'Set numbers' are then entered in positions \_\_\_\_\_ of the utility field.
10. Tax and Deduction overrides are good for \_\_\_\_\_ pay period(s) only. (However, sometimes they go to the pending file and haunt you.)
11. Do not override \_\_\_\_\_ and \_\_\_\_\_ taxes, since they are self-adjusting.

### **End of Module 3**