



# **PeopleSoft Training**

## **Human Resources 9.1 Payroll Training Guide - HCSD**

**Version Date: July 2012**

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## Human Resources 9.1 Payroll Training Guide - HCS D

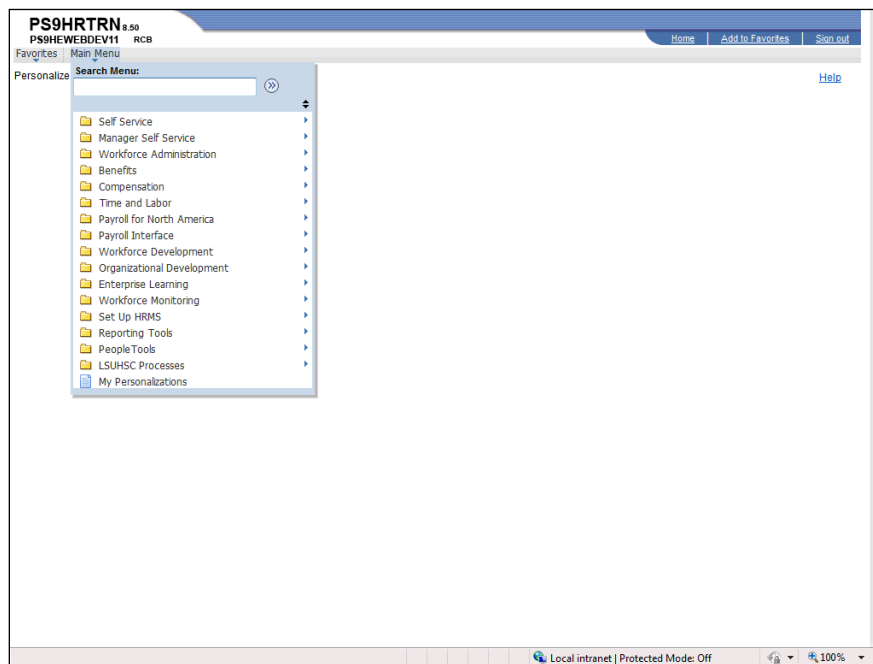
### Payroll Training


#### Record a General Deduction

##### Procedure

In this topic you will learn how to **Record a General Deduction**.

Step	Action
1.	Click the <b>Main Menu</b> button. 



Step	Action
2.	Click the <b>Payroll for North America</b> link.
3.	Click the <b>Employee Pay Data USA</b> link.
4.	Click the <b>Deductions</b> link.
5.	Click the <b>Create General Deductions</b> link. 

# Training Guide

## Human Resources 9.1 Payroll Training Guide - HCSD



PS9HRTRN v.50  
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions

[New Window](#) | [Help](#)

### Create General Deductions

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

**Find an Existing Value**

Maximum number of rows to return (up to 300):

Empl ID:

Company:

Name:

Last Name:

Second Last Name:

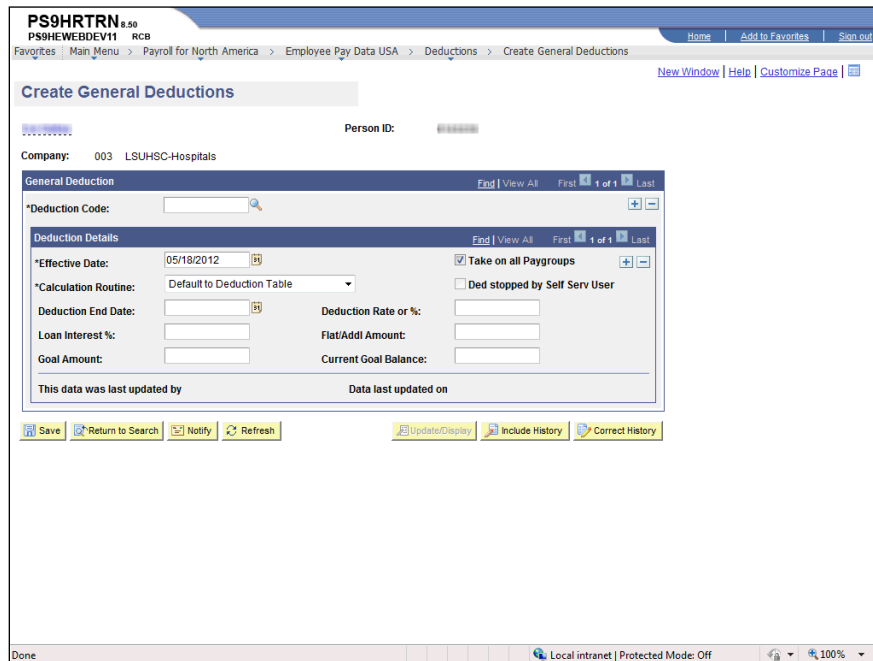
Alternate Character Name:

Include History  Correct History  Case Sensitive






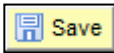
[Basic Search](#) [Save Search Criteria](#)

Done Local intranet | Protected Mode: Off 100%

Step	Action
6.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>7 - digit Employee ID Number</b> ".
7.	Click the <b>Search</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>



The screenshot shows the 'Create General Deductions' web application. At the top, there's a navigation bar with 'Home', 'Add to Favorites', and 'Sign out'. Below that, a breadcrumb trail reads: 'Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions'. The main title is 'Create General Deductions'. A search bar for 'Deduction Code' is visible, with 'GAR001 - GARNISHMENT' selected. The 'Effective Date' is set to 05/18/2012. The 'Save' button is highlighted in yellow.

Step	Action
8.	Click the <b>Look up Deduction Code</b> button. 
9.	Click the <b>Down</b> button of the scrollbar. 
10.	Click the <b>GAR001 - GARNISHMENT</b> link. 
11.	The Effective Date will be the beginning date of the next pay period. Click the <b>Choose a date</b> button. 
12.	Click the desired date. 
13.	Click the <b>Save</b> button. 
14.	This completes <b>Record a General Deduction</b> . <b>End of Procedure.</b>

**Training Guide**  
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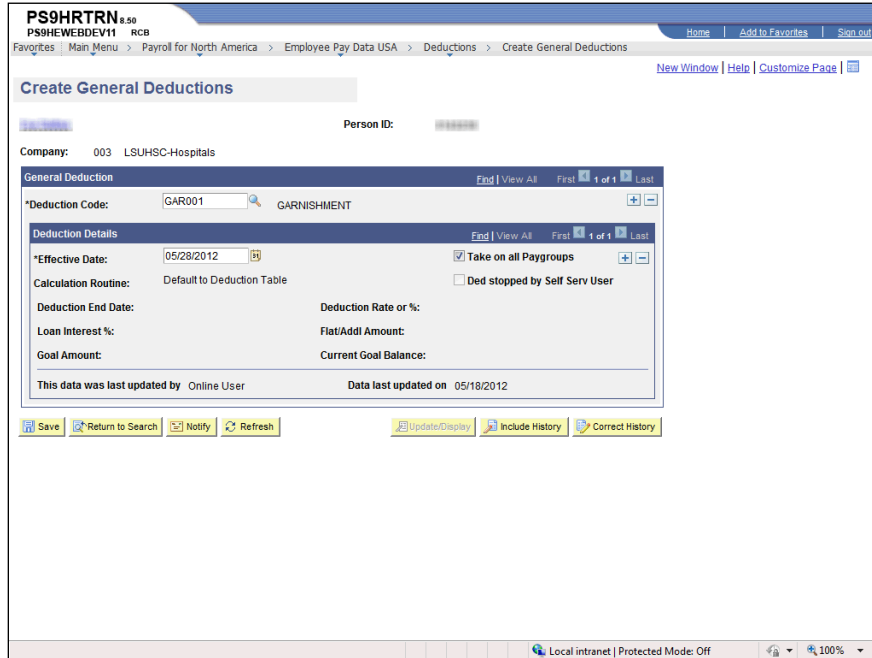




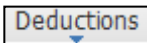
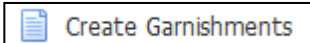
## Record a Garnishment

### Procedure

In this topic you will learn how to **Record a Garnishment**.



The screenshot shows the 'Create General Deductions' page in the PS9HRTN application. The page title is 'Create General Deductions'. The user is logged in as 'PS9HEWBEDEV11 RCB'. The breadcrumb trail is 'Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions'. The form is for a 'GARNISHMENT' deduction with code 'GAR001'. The effective date is 05/28/2012, and it is set to 'Take on all Paygroups'. The company is '003 LSUHSC-Hospitals'. The form includes fields for 'Deduction Code', 'Effective Date', 'Calculation Routine', 'Deduction End Date', 'Deduction Rate or %', 'Loan Interest %', 'Flat/Addl Amount', 'Goal Amount', and 'Current Goal Balance'. The data was last updated by 'Online User' on 05/18/2012. The page has a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. The status bar at the bottom indicates 'Local intranet | Protected Mode: Off' and a zoom level of 100%.

Step	Action
1.	Click the <b>Deductions</b> link. 
2.	Click the <b>Create Garnishments</b> link. 

**PS9HETRN 8.50**  
 PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

New Window | Help

**Create Garnishments**

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

**Find an Existing Value**

Maximum number of rows to return (up to 300): 300

EmplID: begins with [ ]

Company: begins with [ ]

Name: begins with [ ]

Last Name: begins with [ ]

Second Name: begins with [ ]

Second Last Name: begins with [ ]

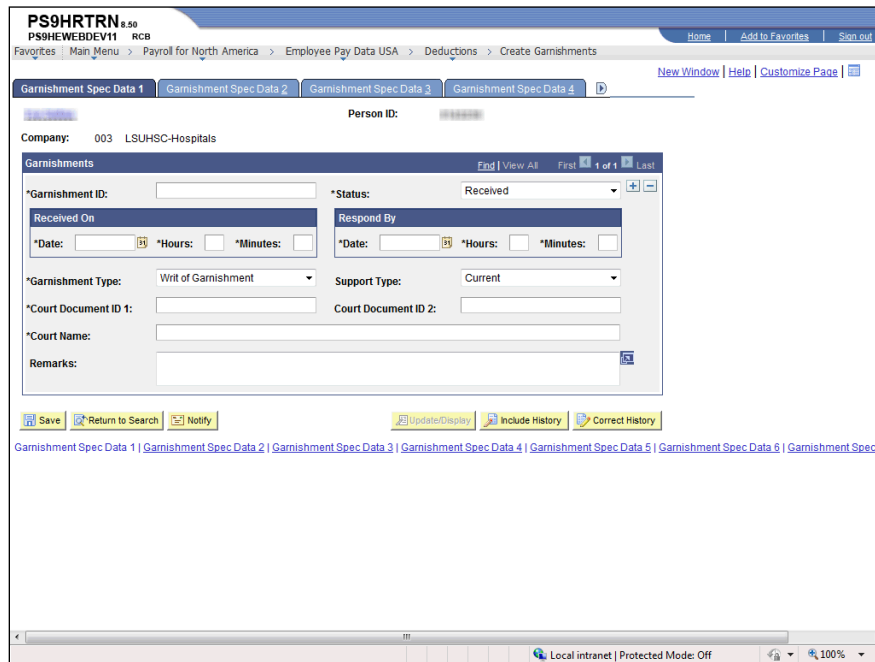
Alternate Character Name: begins with [ ]


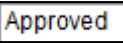

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

Done Local intranet | Protected Mode: Off 100%

Step	Action
3.	Enter the desired information into the <b>EmplID</b> field. Enter " <b>7 - digit Employee ID Number</b> ".



Step	Action
4.	Enter the desired information into the <b>Garnishment ID</b> field. Enter " <b>CS001</b> ".
5.	Click the button to the right of the <b>Status</b> field. 
6.	Click the <b>Approved</b> list item. 
7.	Click in the <b>Received Date</b> field to enter the Received Date or click the Calendar icon to select it.  <i><b>NOTE: Enter the date the garnishment was received, not the date you are entering it into the system.</b></i> 

# Training Guide

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PS9HRTRN v.50  
 PS9HEWBEDEV11 RCB  
 Home | Add to Favorites | Sign out  
 Favorites | Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create Garnishments

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | D

Person ID: [REDACTED]

Company: 003 LSUHSC-Hospitals

Garnishments End | View All First 1 of 1 Last

\*Garnishment ID: CS001 \*Status: Approved

Received On \*Date: 05/14/2012 \*Hours: \*Minutes: Respond By \*Date: \*Hours: \*Minutes:

\*Garnishment Type: Writ of Garnishment Support Type: Current

\*Court Document ID 1: Court Document ID 2:

\*Court Name:

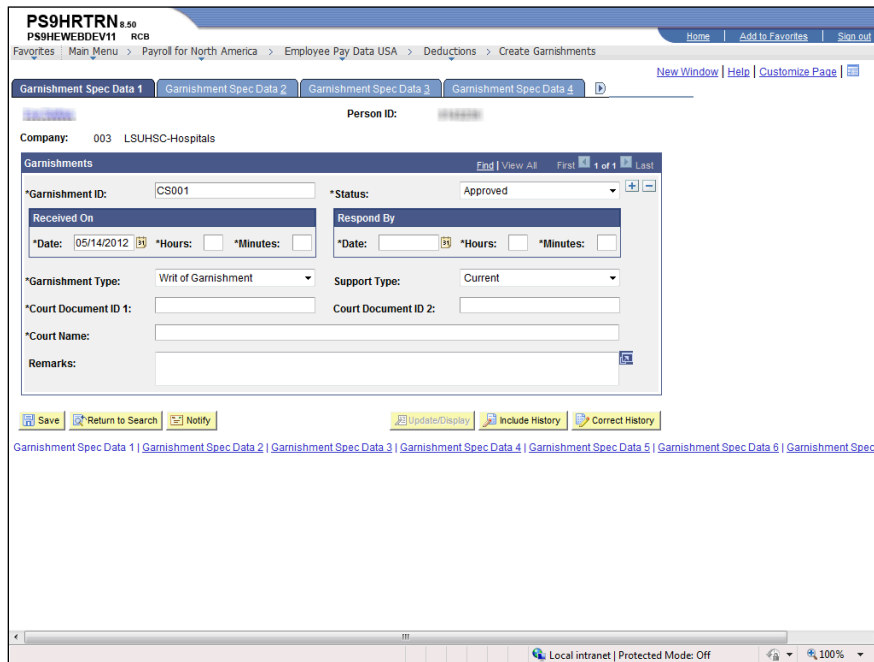
Remarks:


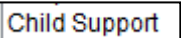

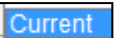
Save Return to Search Notify Update/Display Include History Correct History


Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7

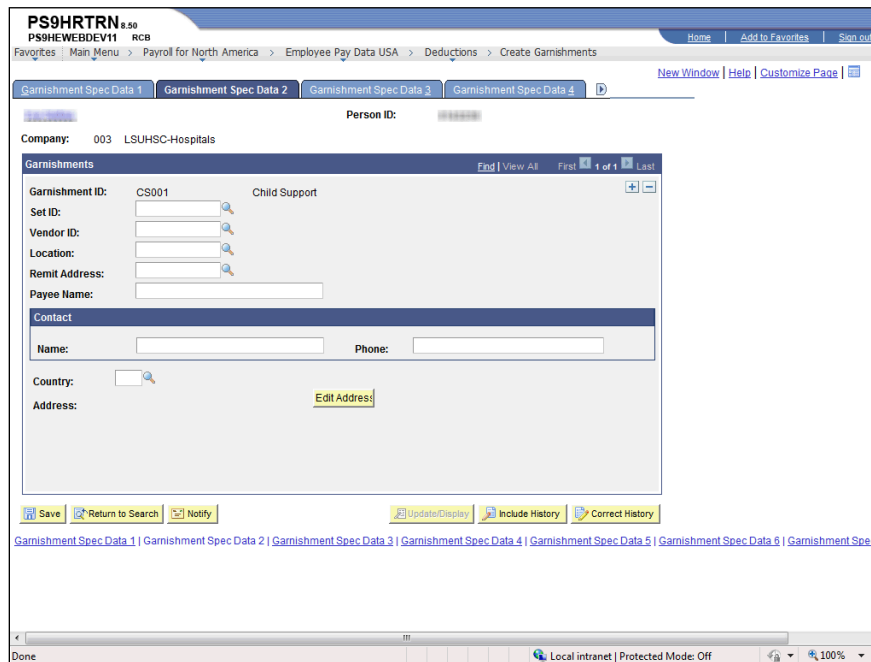
Local intranet | Protected Mode: Off 100%



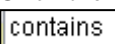
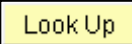
Step	Action
8.	Enter the desired information into the <b>Received Time</b> field. Enter " <b>8:45</b> ".








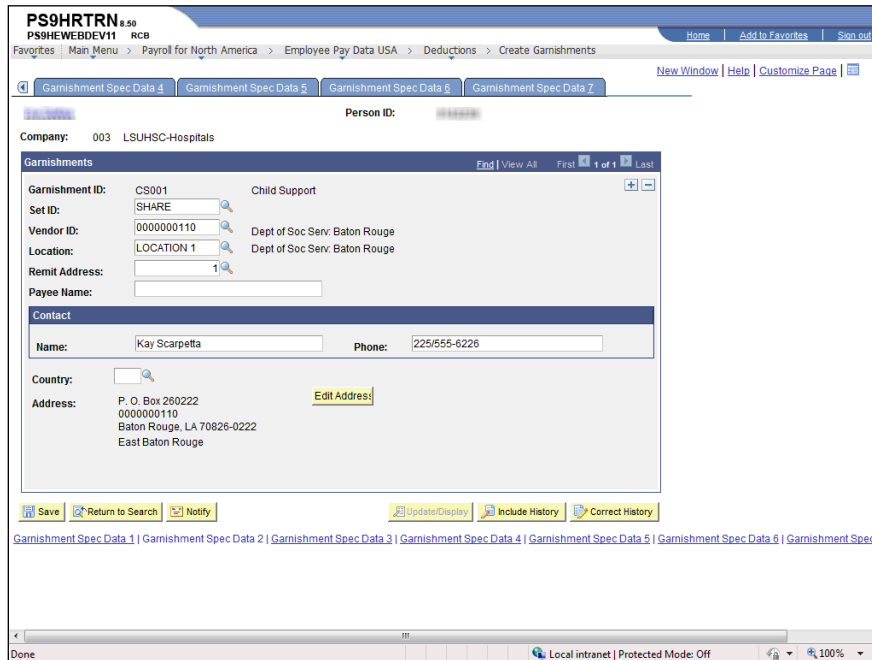
Step	Action
9.	Enter the desired information into the <b>Hours</b> field. Enter " <b>8</b> ".
10.	Enter the desired information into the <b>Minutes</b> field. Enter " <b>45</b> ".
11.	Enter the desired information into the <b>Date</b> field. Enter " <b>05182012</b> ".
12.	Enter the desired information into the <b>Hours</b> field. Enter " <b>2</b> ".
13.	Enter the desired information into the <b>Minutes</b> field. Enter " <b>20</b> ".
14.	Click the button to the right of the <b>Type</b> field. 
15.	Click the <b>Child Support</b> list item. 
16.	Click the button to the right of the <b>Garnishment Support Type</b> field. 
17.	Click the <b>Current</b> list item. 
18.	Enter the desired information into the <b>Court Document IDs</b> field. Enter " <b>CS-15550</b> ".
19.	Enter the desired information into the <b>Court Name</b> field. Enter " <b>Juvenile Court CS Fund</b> ".
20.	Enter the desired information into the <b>Court Document IDs</b> field. Enter " <b>CS-15550</b> ".

Step	Action
21.	<p><i><b>NOTE: When entering a Child Support Garnishment, you must enter the dependent child's name in the Remarks field.</b></i></p> <p>Enter the desired information into the <b>Remarks</b> field. Enter "<b>Dependent Child: Ian McNabb</b>".</p>
22.	<p>Click the <b>Garnishment Spec Data 2</b> tab.</p> 



Step	Action
23.	Enter the desired information into the <b>Set ID</b> field. Enter " <b>SHARE</b> ".
24.	Click the <b>Look up Vendor ID</b> button. 
25.	Click the button to the right of the <b>Short Vendor Name</b> field. 
26.	Click the <b>contains</b> list item. 
27.	Enter the desired information into the <b>Short Vendor Name</b> field. Enter " <b>soc</b> ".
28.	Click the <b>Look Up</b> button. 

Step	Action
29.	Click the <b>Dept of Soc Serv: Baton Rouge</b> link.
30.	Click the <b>Look up Location</b> button. 
31.	Click the <b>Dept of Soc Serv: Baton Rouge</b> link. 
32.	Click the <b>Look up Remit Address</b> button. 
33.	Click the <b>Dept of Soc Serv: Baton Rouge</b> link. 
34.	Enter the desired information into the <b>Name</b> field. Enter " <b>Kay Scarpetta</b> ".
35.	Enter the desired information into the <b>Phone</b> field. Enter " <b>225-555-6226</b> ".
36.	Click the <b>Show Following Tabs</b> button. 



The screenshot displays the 'Garnishment Spec Data' form in the PS9HRTRN 8.50 application. The form is for 'Company: 003 LSUHSC-Hospitals' and 'Person ID: [REDACTED]'. The 'Garnishments' section includes fields for:
 

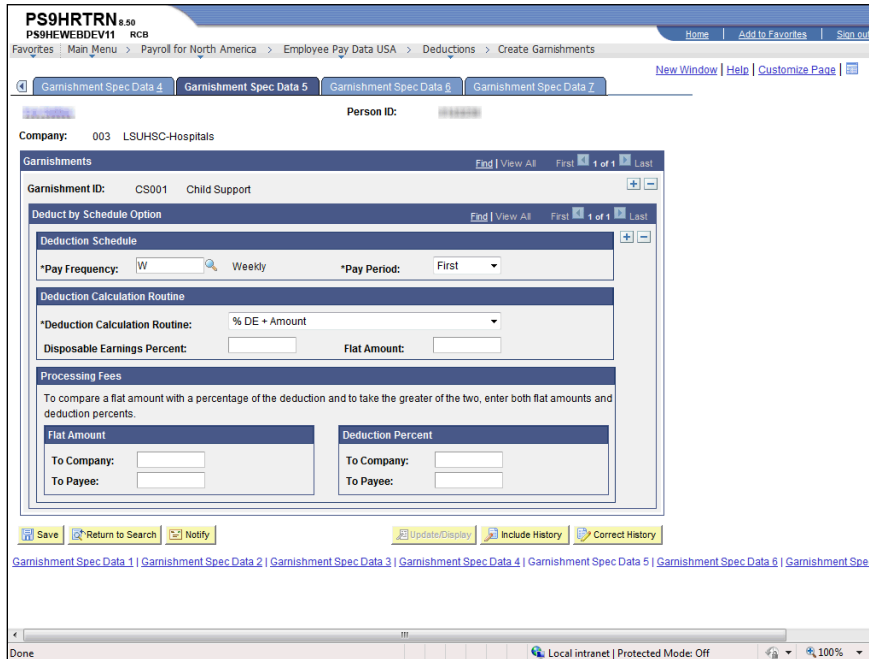
- Garnishment ID: CS001 (Child Support)
- Set ID: SHARE
- Vendor ID: 0000000110 (Dept of Soc Serv: Baton Rouge)
- Location: LOCATION 1 (Dept of Soc Serv: Baton Rouge)
- Remit Address: 1
- Payee Name: [REDACTED]

 The 'Contact' section includes:
 

- Name: Kay Scarpetta
- Phone: 225/555-6226
- Country: [REDACTED]
- Address: P. O. Box 260222, 0000000110, Baton Rouge, LA 70826-0222, East Baton Rouge

 At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. The browser address bar shows 'Local intranet | Protected Mode: Off' and the page is at 100% zoom.

Step	Action
37.	<p>Click the <b>Garnishment Spec Data 5</b> link.</p> <p><i>NOTE: The Garnishment Spec Data 5 can be selected from the tab at the top of the screen or from the Link at the bottom of the screen.</i></p> <p><a href="#">Garnishment Spec Data 5</a></p>

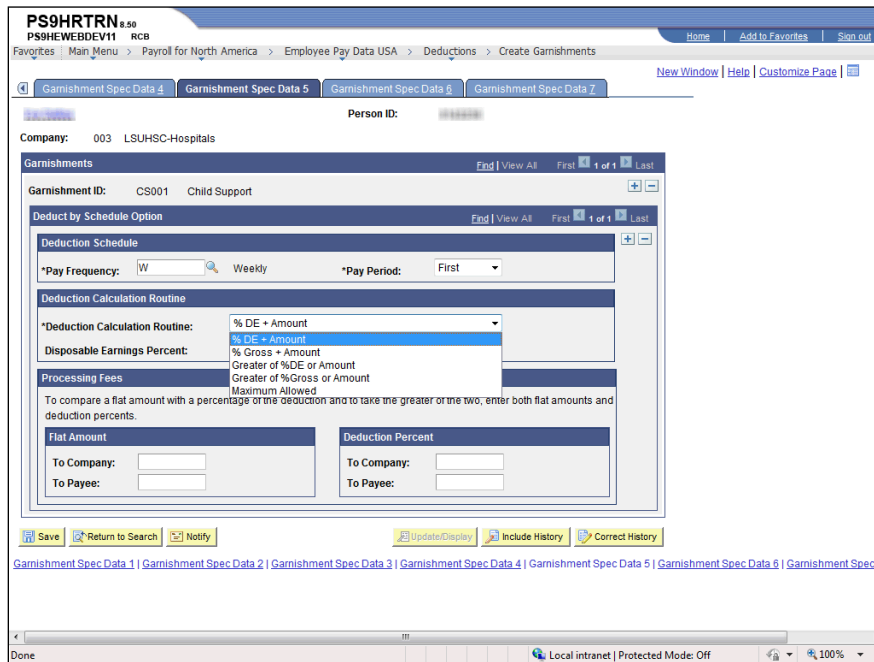


The screenshot shows the 'Garnishment Spec Data 5' configuration page. Key elements include:
 

- Company: 003 LSUHSC-Hospitals
- Person ID: [Redacted]
- Garnishment ID: CS001 Child Support
- Deduction Schedule: \*Pay Frequency: W Weekly, \*Pay Period: First
- Deduction Calculation Routine: \*Deduction Calculation Routine: % DE + Amount
- Processing Fees: Flat Amount and Deduction Percent sections with input fields for To Company and To Payee.

Step	Action
38.	<p>Click the <b>% DE + Amount</b> option.</p> <p><input type="button" value="▼"/></p>





The screenshot shows the 'Create Garnishments' screen in the PS9HRTRN v.50 application. The 'Deduction Calculation Routine' dropdown menu is open, showing the following options: '% DE + Amount' (highlighted in blue), '% Gross + Amount', 'Greater of %DE or Amount', and 'Greater of %Gross or Amount'. The 'Maximum Allowed' option is also visible below the dropdown. The 'Flat Amount' and 'Deduction Percent' sections are also visible, each with 'To Company' and 'To Payee' input fields.

Step	Action
39.	Click the <b>% DE + Amount</b> list item. <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #e6f2ff;">% DE + Amount</div>

# Training Guide

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PS9HRTRN v.50  
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create Garnishments

Garnishment Spec Data 4 | **Garnishment Spec Data 5** | Garnishment Spec Data 6 | Garnishment Spec Data 7

Person ID: [REDACTED]

Company: 003 LSUHSC-Hospitals

Garnishments End | View All First 1 of 1 Last

Garnishment ID: CS001 Child Support

Deduct by Schedule Option End | View All First 1 of 1 Last

Deduction Schedule

\*Pay Frequency: W Weekly \*Pay Period: First

Deduction Calculation Routine

\*Deduction Calculation Routine: % DE + Amount

Disposable Earnings Percent: Flat Amount:

Processing Fees


To compare a flat amount with a percentage of the deduction and to take the greater of the two, enter both flat amounts and deduction percents.

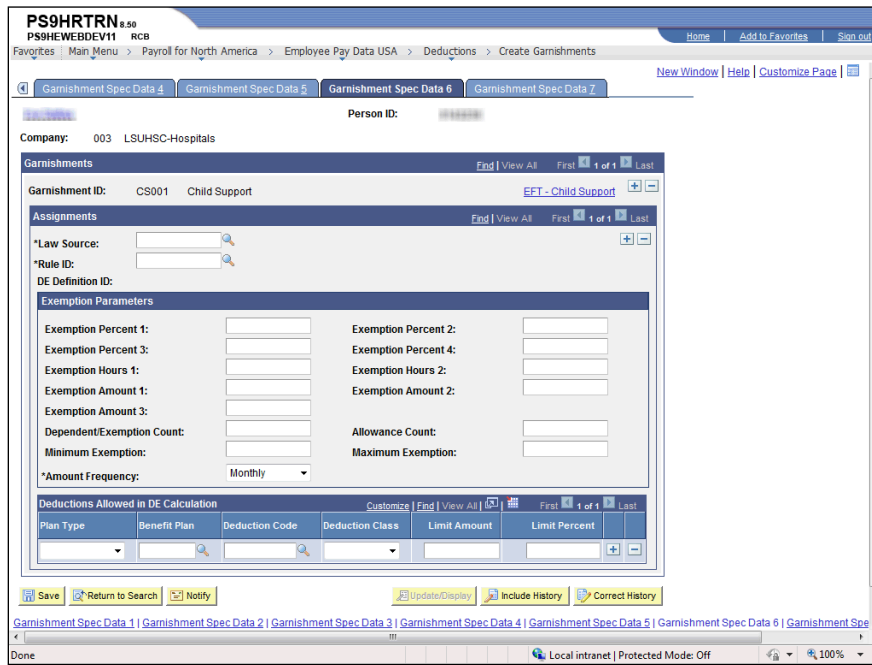
Flat Amount	Deduction Percent
To Company: [REDACTED]	To Company: [REDACTED]
To Payee: [REDACTED]	To Payee: [REDACTED]


Save | Return to Search | Notify | Update/Display | Include History | Correct History

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7

Done Local intranet | Protected Mode: Off 100%

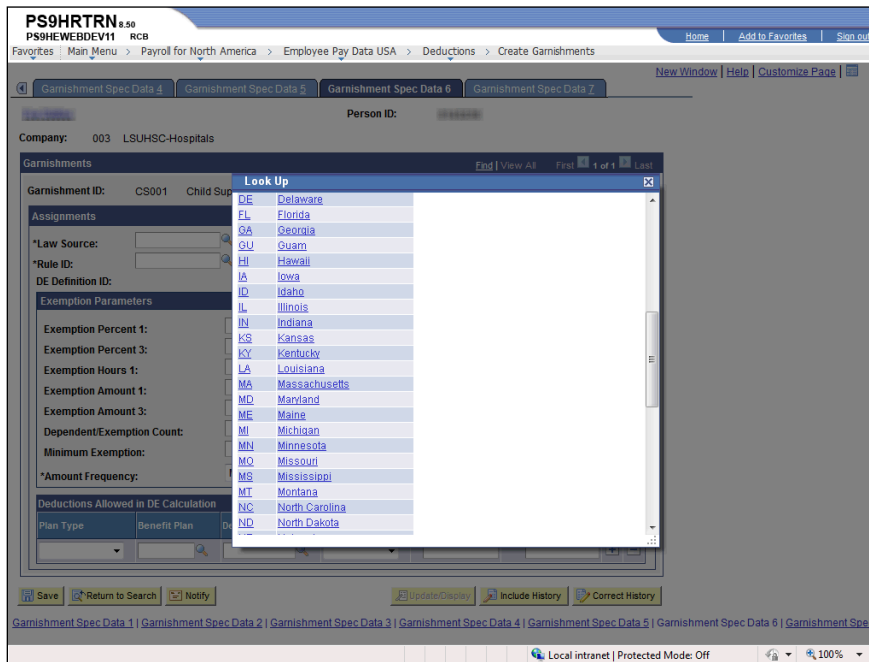
Step	Action
40.	Enter the desired information into the <b>Flat Amount</b> field. Enter " <b>50.00</b> ".
41.	To record Processing Fees Defaults, enter the desired information into the <b>To Company Flat Amount</b> field. Enter " <b>5.00</b> ".
42.	Click the <b>Garnishment Spec Data 6</b> tab. 



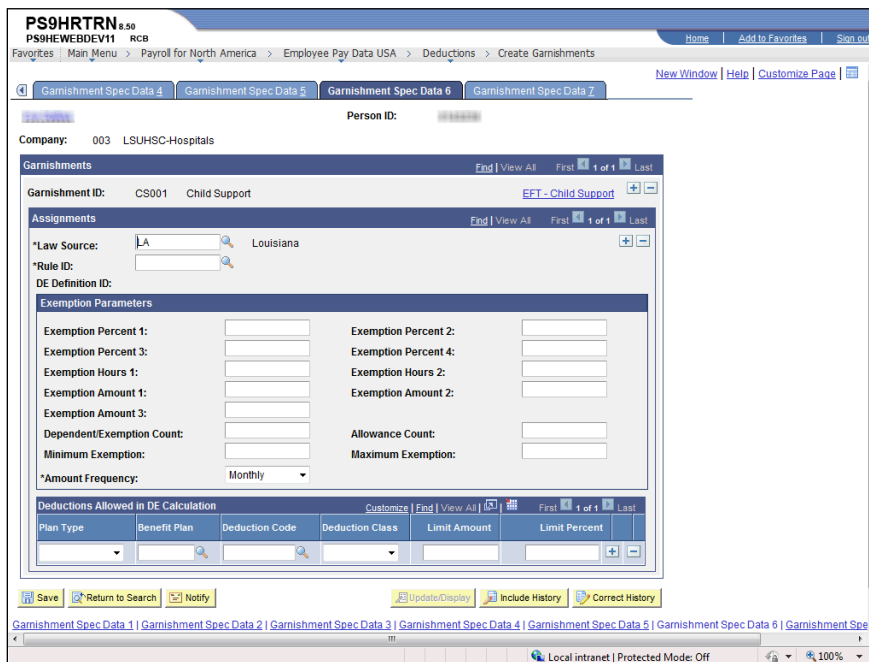
Step	Action
43.	Click the <b>Law Source</b> button. 


# Training Guide

## Human Resources 9.1 Payroll Training Guide - HCSD



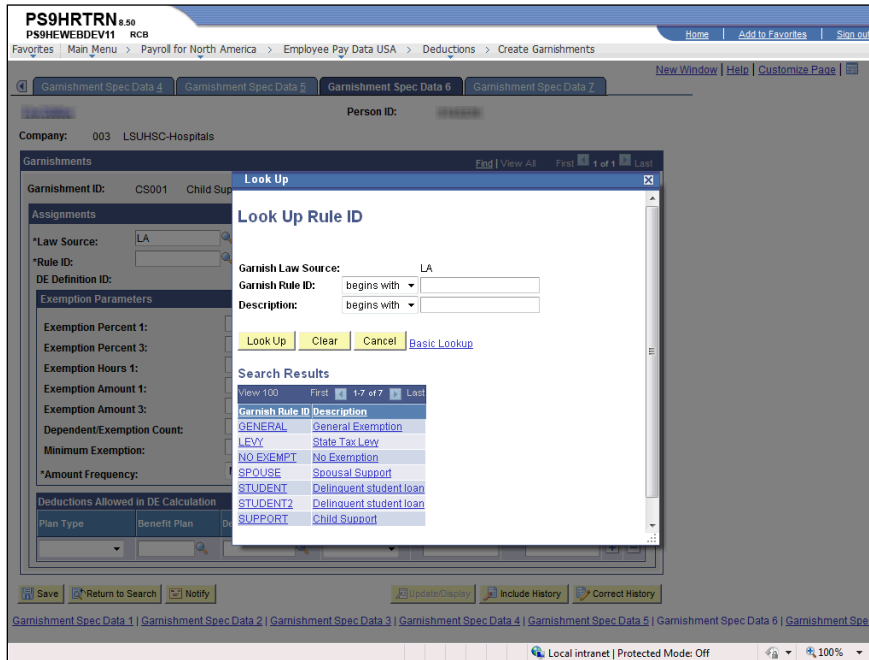
Step	Action
44.	<p>Only two (2) options are available Law Source: \$U and LA.</p> <p>Click the <b>LA - Louisiana</b> link.</p> <p><a href="#">LA</a>   <a href="#">Louisiana</a></p>




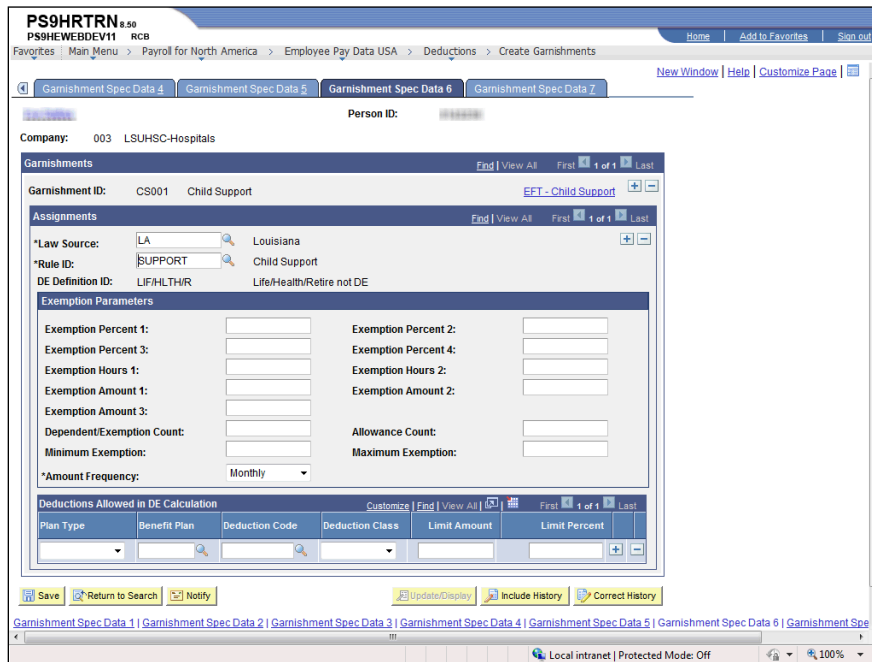
Step	Action
45.	Click the <b>Look up Rule ID</b> button. 

# Training Guide

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Step	Action
46.	Click the <b>Child Support</b> link. 



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PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create Garnishments

Garnishment Spec Data 4 | Garnishment Spec Data 5 | **Garnishment Spec Data 6** | Garnishment Spec Data 7

Person ID: [REDACTED]

Company: 003 LSUHSC-Hospitals

Garnishments End | View All | First 1 of 1 | Last

Garnishment ID: CS001 Child Support EFT - Child Support

Assignments End | View All | First 1 of 1 | Last

\*Law Source: LA Louisiana

\*Rule ID: SUPPORT Child Support

DE Definition ID: LIF/HLTH/R Life/Health/Retire not DE

Exemption Parameters

Exemption Percent 1: [ ] Exemption Percent 2: [ ]

Exemption Percent 3: [ ] Exemption Percent 4: [ ]

Exemption Hours 1: [ ] Exemption Hours 2: [ ]

Exemption Amount 1: [ ] Exemption Amount 2: [ ]

Exemption Amount 3: [ ]

Dependent/Exemption Count: [ ] Allowance Count: [ ]

Minimum Exemption: [ ] Maximum Exemption: [ ]

\*Amount Frequency: Monthly

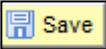
Deductions Allowed In DE Calculation Customize | End | View All | First 1 of 1 | Last

Plan Type Benefit Plan Deduction Code Deduction Class Limit Amount Limit Percent

Save | Return to Search | Notify | Update/Display | Include History | Correct History

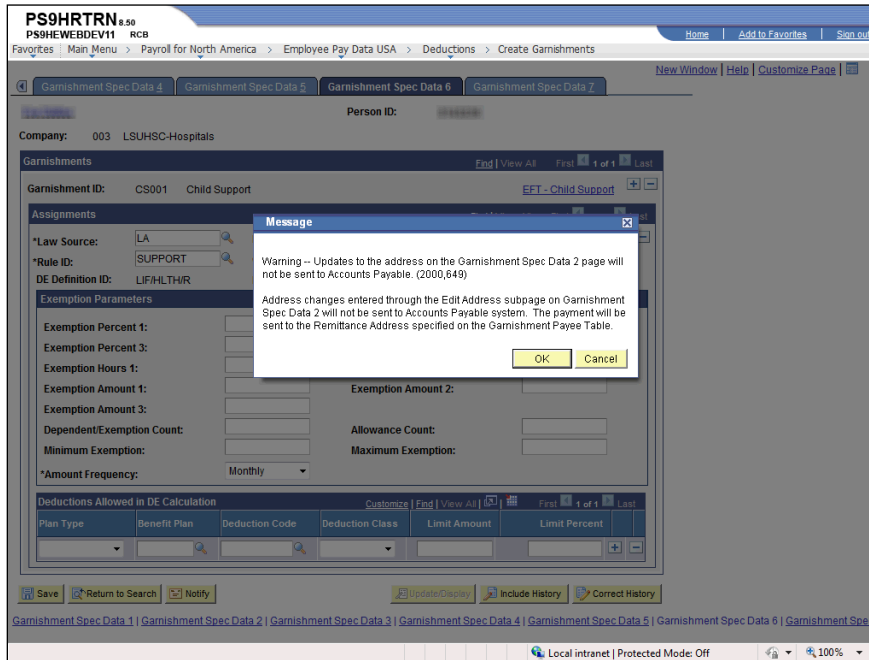
Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7

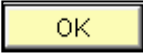
Local intranet | Protected Mode: Off | 100%

Step	Action
47.	Click the <b>Save</b> button. 

# Training Guide

## Human Resources 9.1 Payroll Training Guide - HCS




Step	Action
48.	Click the <b>OK</b> button. 
49.	This completes <b>Record a Garnishment</b> . <b>End of Procedure.</b>

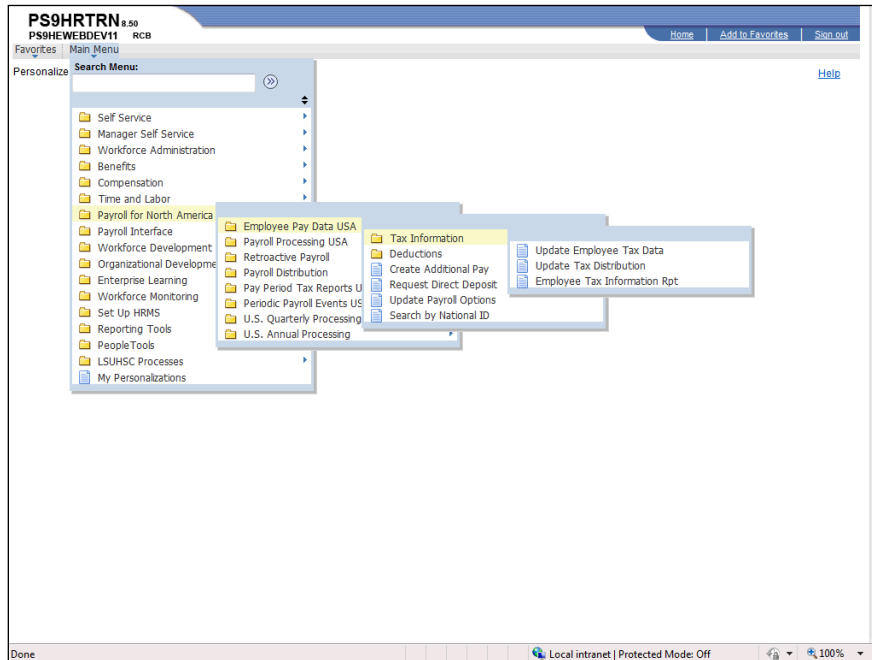


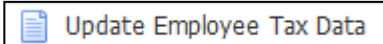
## Process Employee Tax Data

### Procedure

In this topic you will learn how to **Process Employee Tax Data**.

Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Point to the <b>Payroll for North America</b> menu.
3.	Point to the <b>Employee Pay Data USA</b> menu.
4.	Click the <b>Tax Information</b> link.



Step	Action
5.	Click the <b>Update Employee Tax Data</b> link. 

# Training Guide

## Human Resources 9.1 Payroll Training Guide - HCSD



PS9HRTRN v.50  
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Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data

[New Window](#) | [Help](#)

### Update Employee Tax Data

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

**Find an Existing Value**

Maximum number of rows to return (up to 300):

Empl ID:

Company:

Name:

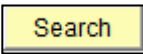
Last Name:

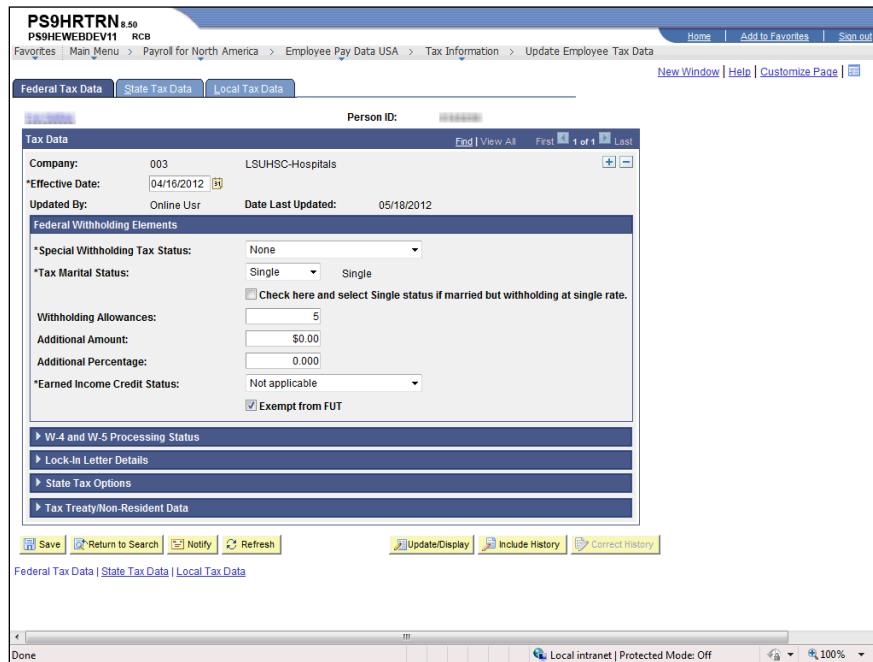
Second Last Name:

Alternate Character Name:

Include History  Correct History  Case Sensitive

[Basic Search](#)

Step	Action
6.	Enter the desired information into the <b>EmplID</b> field. Enter " <b>7 - digit Employee ID Number</b> ".
7.	Click the <b>Search</b> button. 



PS9HRTRN v.50  
PS9HEWBEDEV11 RCB

Favorites | Main Menu | Payroll for North America | Employee Pay Data USA | Tax Information | Update Employee Tax Data

Home | Add to Favorites | Sign out

New Window | Help | Customize Page

Federal Tax Data | State Tax Data | Local Tax Data

Person ID: [REDACTED]

Tax Data  
Find | View All | First 1 of 1 Last

Company: 003 LSUHSC-Hospitals

\*Effective Date: 04/18/2012

Updated By: Online User Date Last Updated: 05/18/2012

Federal Withholding Elements

\*Special Withholding Tax Status: None

\*Tax Marital Status: Single Single  
 Check here and select Single status if married but withholding at single rate.

Withholding Allowances: 5

Additional Amount: \$0.00

Additional Percentage: 0.000

\*Earned Income Credit Status: Not applicable  
 Exempt from FUT

W-4 and W-5 Processing Status

Lock-In Letter Details


State Tax Options

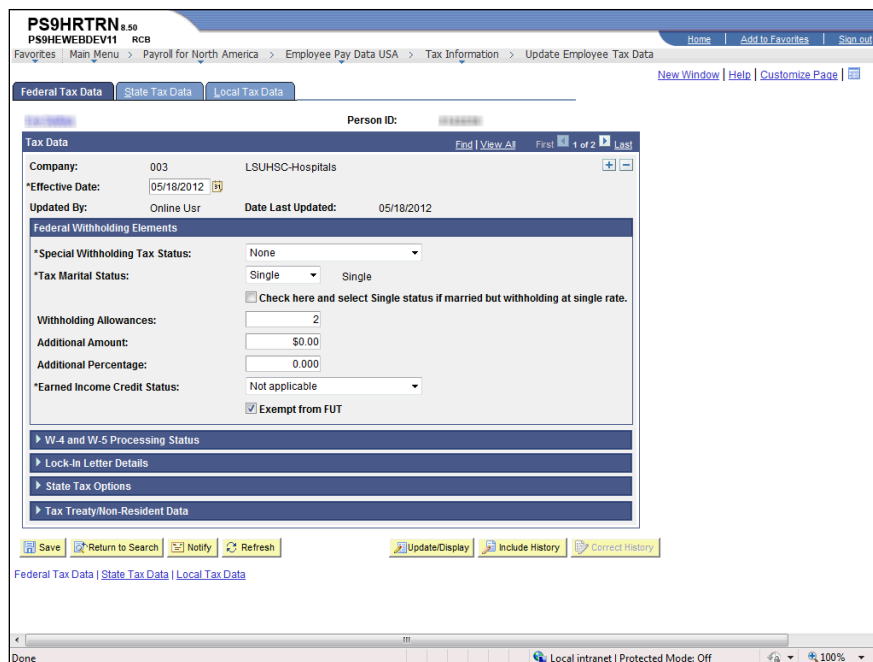
Tax Treaty/Non-Resident Data

Save | Return to Search | Notify | Refresh | Update/Display | Include History | Correct History

Federal Tax Data | State Tax Data | Local Tax Data

Done Local intranet | Protected Mode: Off 100%

Step	Action
8.	Click the <b>Add a new row at row 1</b> button. 
9.	Enter the desired information into the <b>Withholding Allowances</b> field. Enter "2".



PS9HRTRN v.50  
PS9HEWBEDEV11 RCB

Favorites | Main Menu | Payroll for North America | Employee Pay Data USA | Tax Information | Update Employee Tax Data

Home | Add to Favorites | Sign out

New Window | Help | Customize Page

Federal Tax Data | State Tax Data | Local Tax Data

Person ID: [REDACTED]

Tax Data  
Find | View All | First 1 of 2 Last

Company: 003 LSUHSC-Hospitals

\*Effective Date: 05/18/2012

Updated By: Online User Date Last Updated: 05/18/2012

Federal Withholding Elements

\*Special Withholding Tax Status: None

\*Tax Marital Status: Single Single  
 Check here and select Single status if married but withholding at single rate.

Withholding Allowances: 2

Additional Amount: \$0.00

Additional Percentage: 0.000

\*Earned Income Credit Status: Not applicable  
 Exempt from FUT

W-4 and W-5 Processing Status

Lock-In Letter Details

State Tax Options

Tax Treaty/Non-Resident Data

Save | Return to Search | Notify | Refresh | Update/Display | Include History | Correct History

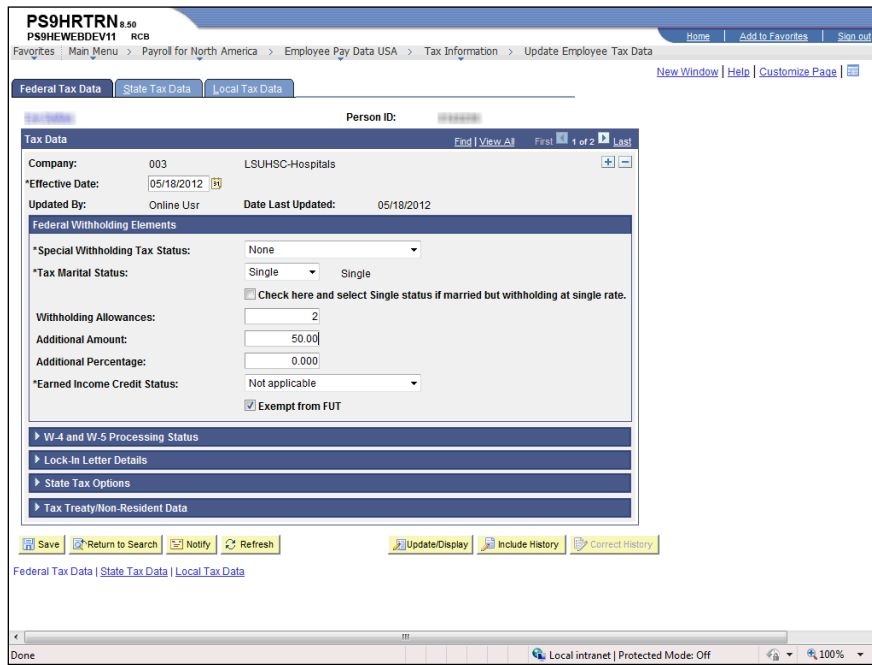
Federal Tax Data | State Tax Data | Local Tax Data

Done Local intranet | Protected Mode: Off 100%

**Training Guide**  
**Human Resources 9.1 Payroll Training Guide -**  
**HCSD**



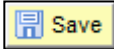
Step	Action
10.	Enter the desired information into the <b>Additional Amount</b> field. Enter " <b>50.00</b> ".



The screenshot shows a web browser window displaying the 'PS9HRTRN v.50' application. The page title is 'PS9HEWBEV11 RCB'. The breadcrumb trail is 'Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data'. The 'Federal Tax Data' tab is active. The form contains the following information:

- Person ID:** [REDACTED]
- Company:** 003 LSUHSC-Hospitals
- Effective Date:** 05/18/2012
- Updated By:** Online User
- Date Last Updated:** 05/18/2012
- Federal Withholding Elements:**
  - \*Special Withholding Tax Status: None
  - \*Tax Marital Status: Single (Selected)
  - Check here and select Single status if married but withholding at single rate.
  - Withholding Allowances: 2
  - Additional Amount: 50.00
  - Additional Percentage: 0.000
  - \*Earned Income Credit Status: Not applicable
  - Exempt from FUT

At the bottom of the form area, there are several buttons: Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History. The 'Save' button is highlighted with a yellow border.

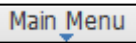
Step	Action
11.	Click the <b>Save</b> button. 
12.	This completes <b>Process Employee Tax Data</b> . <b>End of Procedure.</b>

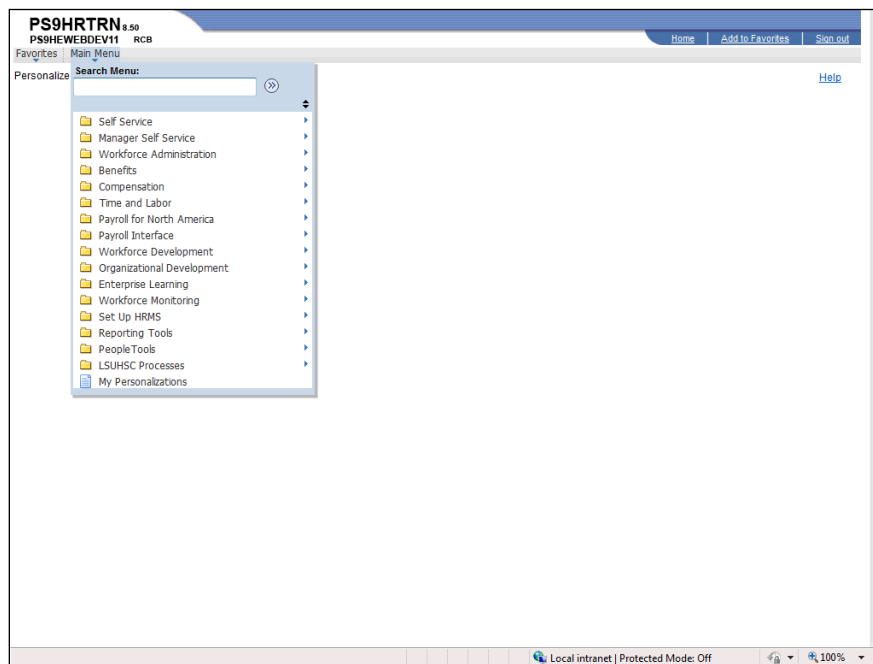


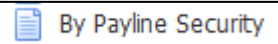
## Update Data on a Payline

### Procedure

In this topic you will learn how to **Update Data on a Payline**.

Step	Action
1.	Click the <b>Main Menu</b> button. 



Step	Action
2.	Point to the <b>Payroll for North America</b> menu.
3.	Point to the <b>Payroll Processing USA</b> menu.
4.	Point to the <b>Update Paysheets</b> menu.
5.	Click the <b>By Payline Security</b> menu. 

# Training Guide

## Human Resources 9.1 Payroll Training Guide - HCSD



PS9HRTRN v.50  
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Update Paysheets > By Payline Security

[New Window](#) | [Help](#)

**By Payline Security**

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

**Find an Existing Value**

Maximum number of rows to return (up to 300):

Company:

Pay Group:

Pay Period End Date: =

Off Cycle?

Page Nbr: =

Line Nbr: =

Empl ID:

Job Pay Data Change: =

Partial Pay Period

Name:



Case Sensitive

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

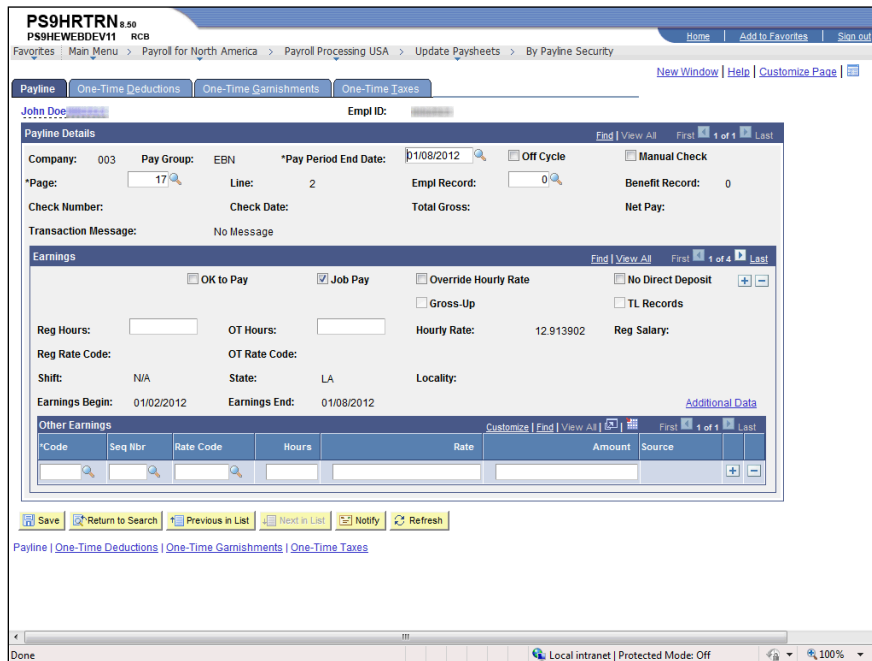
Done

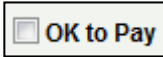




Local intranet | Protected Mode: Off

100%

Step	Action
6.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>7 - digit Employee ID Number</b> ".
7.	Click the <b>Search</b> button. 
8.	Click the <b>01/08/2012</b> link. 







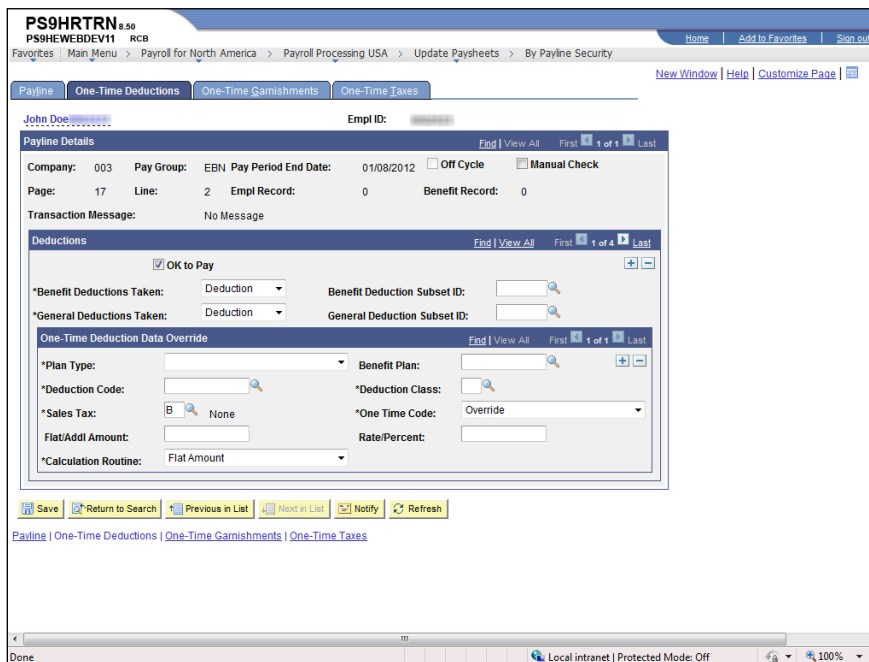
Step	Action
9.	Click the <b>OK to Pay</b> option. 
10.	<b>NOTE: The Reg Hrs field must be blank in order for system to calculate Other Earnings entries correctly. If the field is populated, delete the entry before proceeding the next step.</b>
11.	Click the <b>Look up Code</b> button for Other Earnings. 
12.	Enter the desired information into the <b>Earnings Code</b> field. Enter " <b>T</b> ".
13.	Click the <b>Look Up</b> button. 
14.	Click the <b>TRA - Term - Annual BW</b> link. 
15.	Enter the number of Vacation hours to be paid. Enter the desired information into the <b>Hours</b> field. Enter " <b>203.45</b> ".
16.	Click the <b>Add a new row at row 1</b> button. 
17.	Enter the Code for K Time. Enter the desired information into the <b>Code</b> field. Enter " <b>TRK</b> ".



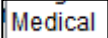
# Training Guide

## Human Resources 9.1 Payroll Training Guide - HCSD






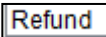
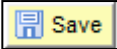


Step	Action
18.	Enter the number of K-Time hours to be paid.  Enter the desired information into the <b>Hours</b> field. Enter " <b>135.3</b> ".
19.	Click the <b>Add a new row at row 2</b> button. 
20.	Enter the Code for 1.5 K-Time.  Enter the desired information into the <b>Code</b> field. Enter " <b>TOK</b> ".
21.	Enter the desired information into the <b>Hours</b> field. Enter " <b>68.6</b> ".
22.	Click the <b>One-Time Deductions</b> tab. 



Step	Action
23.	Click the button to the right of the <b>Plan Type</b> field. 
24.	Click the <b>Down</b> button of the scrollbar. 
25.	Click the <b>Medical</b> list item. 


Step	Action
26.	Click the <b>Look up Benefit Plan</b> button. 
27.	Click the <b>Down</b> button of the scrollbar. 
28.	Click the <b>HMBC-P - HMO BCBS-LA BTAX</b> link. 
29.	Click the <b>Look up Deduction Code</b> button. 
30.	Click the <b>HLTN60</b> link. 
31.	Click the <b>Look up Deduction Class</b> button. 
32.	Click the <b>Non-Taxable</b> link. 
33.	Click the button to the right of the <b>One Time Code</b> field. 
34.	Click the <b>Refund</b> list item. 
35.	Enter the amount to be refunded.  Enter the desired information into the <b>Flat/Addl Amount</b> field. Enter " <b>226.19</b> ".
36.	Click the <b>Add a new row at row 1</b> button. 
37.	Click the button to the right of the <b>Plan Type</b> field. 
38.	Click the <b>Down</b> button of the scrollbar. 
39.	Click the <b>Medical</b> list item. 
40.	Click the <b>Look up Benefit Plan</b> button. 

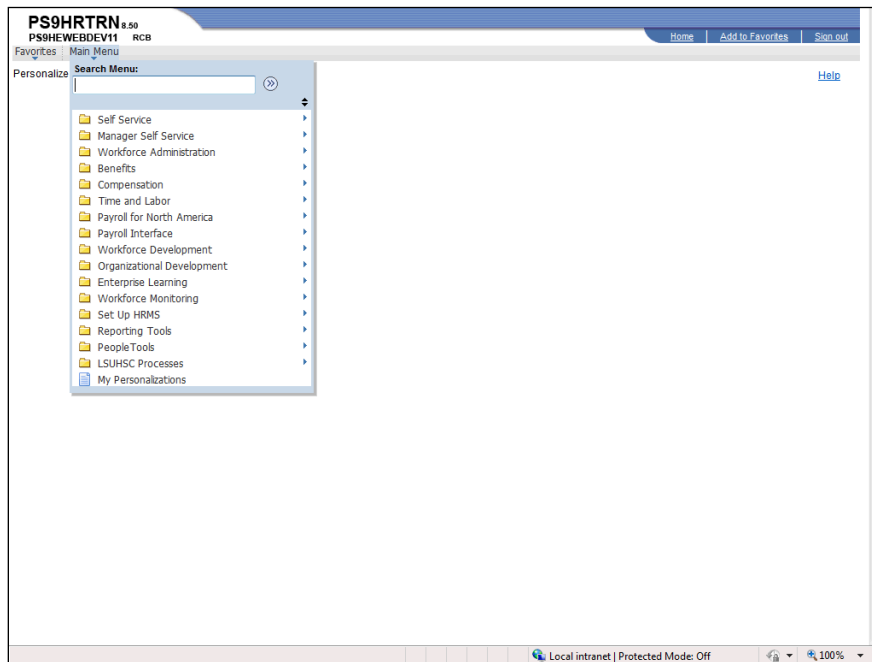
Step	Action
41.	Click the <b>Down</b> button of the scrollbar. 
42.	Click the <b>HMBC-P - HMO BCBS_LA BTAX</b> link. 
43.	Click the <b>Look up Deduction Code</b> button. 
44.	Click the <b>HLTP60 - HMO BCBS-LA BTX</b> link. 
45.	Click the <b>Look up Deduction Class</b> button. 
46.	Click the <b>Nontaxable</b> link. 
47.	Click the button to the right of the <b>One Time Code</b> field. 
48.	Click the <b>Refund</b> list item. 
49.	Enter the amount to be refunded.  Enter the desired information into the <b>Flat/Addl Amount</b> field. Enter " <b>365.49</b> ".
50.	Click the <b>Save</b> button. 
51.	This completes <b>Update Data on a Payline</b> . <b>End of Procedure.</b>

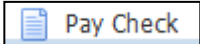
## View Paycheck Data

### Procedure

In this topic you will learn how to **View Paycheck Data**.

Step	Action
1.	Click the <b>Main Menu</b> button. 



Step	Action
2.	Point to the <b>LSUHSC Processes</b> menu.
3.	Point to the <b>Payroll</b> menu.
4.	Point to the <b>Inquire</b> menu.
5.	Click the <b>Pay Check</b> menu. 

# Training Guide

## Human Resources 9.1 Payroll Training Guide - HCSD



PS9HRTRN v.50  
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Payroll > Inquire > Pay Check

New Window | Help

### Pay Check

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

**Find an Existing Value**

Maximum number of rows to return (up to 300): 300

Company: begins with [ ]

Pay Group: begins with [ ]

Pay Period End Date: = [ ]

Off Cycle?

Page Nbr: = [ ]

Line Nbr: = [ ]

Separate Check Nbr: = [ ]

Paycheck Number: = [ ]



Empl ID: begins with [ ]

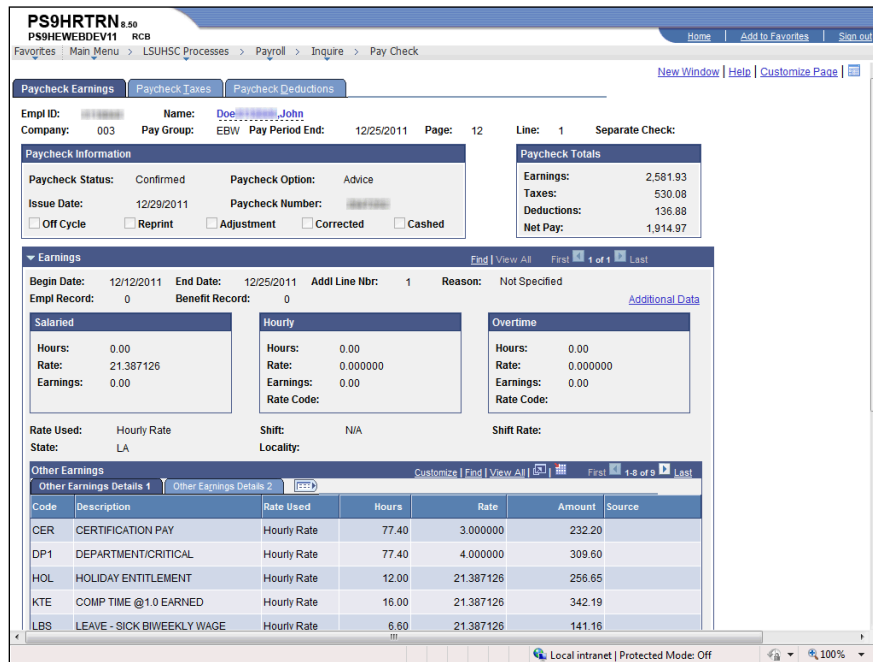
Name: begins with [ ]



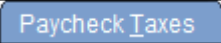
Case Sensitive

Search Clear Basic Search Save Search Criteria

Done Local intranet | Protected Mode: Off 100%

Step	Action
6.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>7 - digit Employee ID Number</b> ".
7.	Click the <b>Search</b> button. 
8.	Click the <b>12/25/2011</b> link. 



Step	Action
9.	View paycheck information.  Click the <b>Down</b> button of the scrollbar to view additional paycheck information. 
10.	Click the <b>UP</b> button of the scrollbar. 
11.	Click the <b>Paycheck Taxes</b> tab. 

# Training Guide

## Human Resources 9.1 Payroll Training Guide - HCSD



PS9HRTN 8.50  
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Payroll > Inquire > Pay Check

New Window | Help | Customize Page

Paycheck Earnings | **Paycheck Taxes** | Paycheck Deductions

Empl ID: [REDACTED] Name: Doe, John  
Company: 003 Pay Group: EBW Pay Period End: 12/25/2011 Page: 12 Line: 1 Separate Check:

**Paycheck Information**

Paycheck Status: Confirmed Paycheck Option: Advice  
Issue Date: 12/29/2011 Paycheck Number: [REDACTED]  
 Off Cycle  Reprint  Adjustment  Corrected  Cashed

**Paycheck Totals**

Earnings: 2,581.93  
Taxes: 530.08  
Deductions: 136.88  
Net Pay: 1,914.97

▼ Taxes

Tax Details 1 | Tax Details 2 | Tax Tips

Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal						2,581.93	37.43
US Federal						2,445.05	406.46
US Federal						2,581.93	37.43
State	LA	Y				2,445.05	86.19
State	LA						


▼ 1042 Taxes

State	Country	Tax Rate	Taxable Gross	Tax Amount	Income Code	Income Type	Withholding Allowance
		0.000000		0.00			

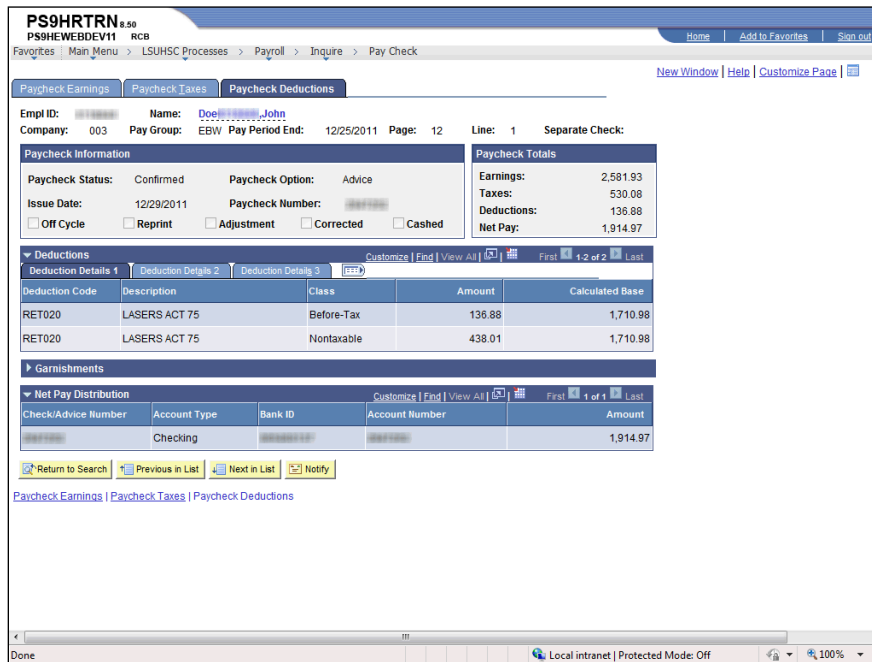
Return to Search | Previous in List | Next in List | Notify

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Done Local intranet | Protected Mode: Off 100%

Step	Action
12.	<p>View the Paycheck Taxes page.</p> <p>Click the <b>Paycheck Deductions</b> tab.</p> 





**PS9HRTRN v.50**  
 PS9HEWBEV11 RCB  
 Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Payroll > Inquire > Pay Check  
 New Window | Help | Customize Page

Paycheck Earnings | Paycheck Taxes | **Paycheck Deductions**

Empl ID: [REDACTED] Name: Doe, John  
 Company: 003 Pay Group: EBW Pay Period End: 12/25/2011 Page: 12 Line: 1 Separate Check:

Paycheck Information		Paycheck Totals	
Paycheck Status:	Confirmed	Paycheck Option:	Advice
Issue Date:	12/29/2011	Paycheck Number:	[REDACTED]
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
<input type="checkbox"/> Cashed			
Earnings:	2,581.93	Taxes:	530.08
Deductions:	136.88	Net Pay:	1,914.97

**Deductions** Customize | Find | View All | [REDACTED] First 1 of 2 Last

Deduction Code	Description	Class	Amount	Calculated Base
RET020	LASERS ACT 75	Before-Tax	136.88	1,710.98
RET020	LASERS ACT 75	Nontaxable	438.01	1,710.98



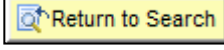
**Garnishments**

**Net Pay Distribution** Customize | Find | View All | [REDACTED] First 1 of 1 Last

Check/Advice Number	Account Type	Bank ID	Account Number	Amount
[REDACTED]	Checking	[REDACTED]	[REDACTED]	1,914.97

Return to Search | Previous in List | Next in List | Notify

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions


Step	Action
13.	Click the <b>Garnishment Expand section</b> button. 
14.	View the Garnishments page. Click the <b>Garnishment Collapse section</b> button. 
15.	Click the <b>Return to Search</b> button. 
16.	This completes <b>View Paycheck Data</b> . <b>End of Procedure.</b>

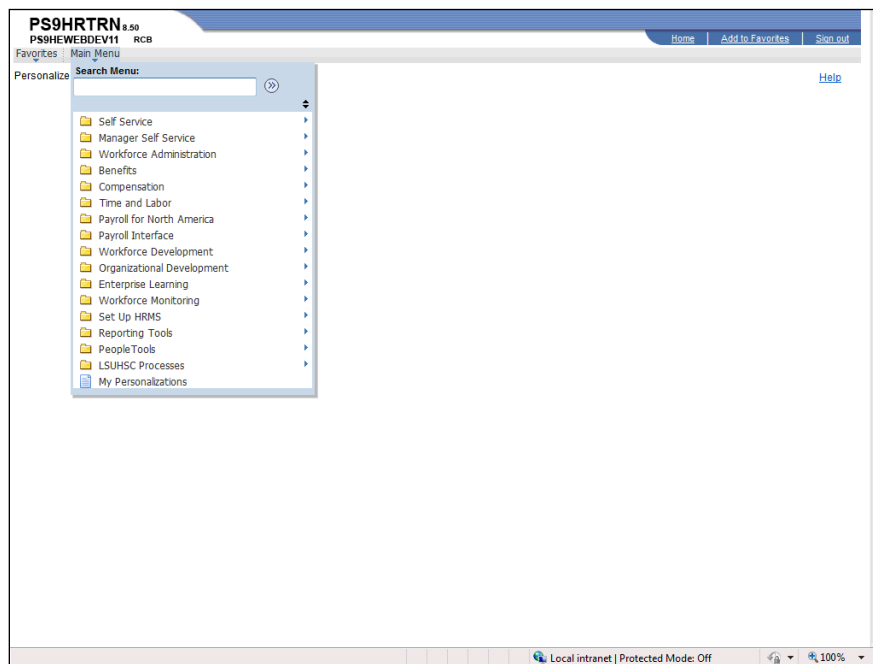


## View Payroll Error Message

### Procedure

In this topic you will learn how to **View Payroll Error Messages**.

Step	Action
1.	Click the <b>Main Menu</b> button. 



Step	Action
2.	Point to the <b>Payroll for North America</b> menu.
3.	Point to the <b>Payroll Processing USA</b> menu.
4.	Point to the <b>Review Processing Messages</b> menu.
5.	Click the <b>Review Payroll Error Messages</b> menu. 

# Training Guide

## Human Resources 9.1 Payroll Training Guide - HCSD



PS9HRTRN v.50  
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Review Processing Messages > Review Payroll Error Messages

[New Window](#) | [Help](#) |

### Review Payroll Error Messages

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

**Find an Existing Value**

Maximum number of rows to return (up to 300):

Company:

Pay Group:

Pay Period End Date:

Off Cycle?

Page Nbr:


Line Nbr:

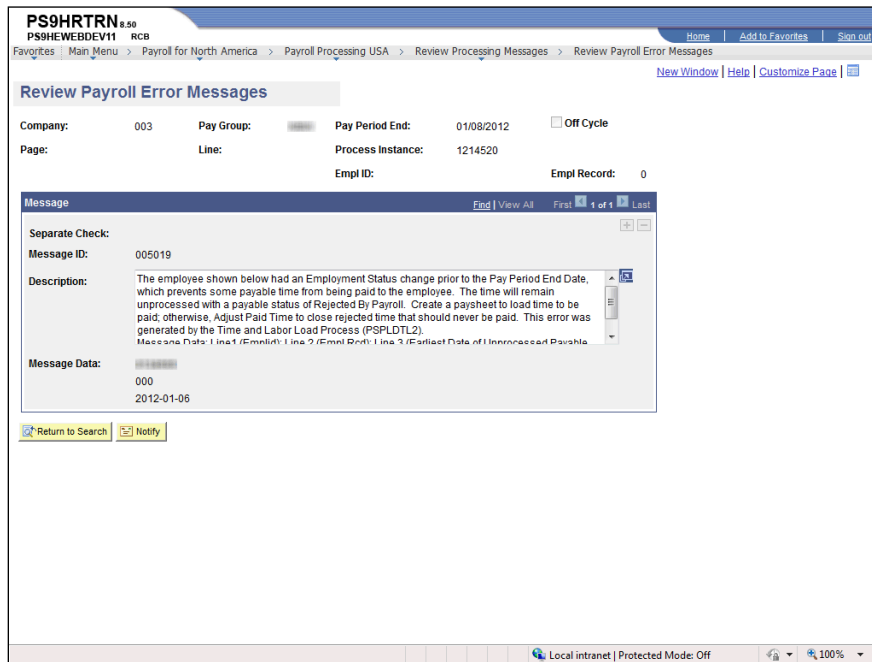
Pay Run ID:

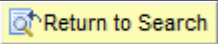
Process Instance:

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

Done | Local intranet | Protected Mode: Off | 100%

Step	Action
6.	Enter the desired information into the <b>Pay Run ID</b> field. Enter " <b>9 - character Pay Run ID</b> ".
7.	Click the <b>Search</b> button. 



Step	Action
8.	<p>Click the <b>Return to Search</b> button or click the Next in List button to view the next error message.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px 0;">  </div>
9.	<p>This completes <b>View Payroll Error Messages</b>.  <b>End of Procedure.</b></p>