

PeopleSoft Training

Payroll Training Guide LSUNO V9.1

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Update Employee Payroll

Update Employee Tax Data

Procedure

In this topic you will learn how to Process Employee Tax Data in the PeopleSoft System.

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Favorites Main Menu					
		Home	Add to Favorites	Sign our	1
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Step	Action
1.	Click the Main Menu button. Main Menu



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Favorites Main Me	nu							
Personalize Search							Help	
		\$						
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ttps://ps9hercb2.lsul	hsc.edu/psp/hrtrn/EMPL0	OYEE/HRMS/s/WEBLI	B PTPP SC.HOMEP	💊 Local intranet Protected	l Mode: Of	f 🕼 🔻	100%	•

Step	Action
2.	Point to the Payroll for North America menu.

ORACLE		Home Add to F	avorites Sign out
Favorites Main Menu			
Personalize Search Menu:			(3) Help
Self Service Manager Self Service Workforce Administratio Benefits Compensation	÷ > > > >		
 Time and Labor Payrol for North America Payrol for North America Workforce Development Organizational Development Enterprise Learning Set Up HRMS Reporting Tools ESUHSC Processes My Personalizations 	Employee Pay Data USA Payroll Processing USA Payroll Processing USA		
https://ps9hercb2.lsuhsc.edu/psp/hrtm/EMI		💊 Local intranet Protected Mode: Off	√a ▼ € 100% ▼



Step	Action
3.	Point to the Employee Pay Data USA menu.

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		Home /	Add to Favorites	Sign out	
Favorites Main Menu					
Personalize Search Menu:				Help	
	\otimes				
	÷				
Self Service	→				
Manager Self Service	→				
Workforce Administration					
🗀 Benefits	→				
Compensation	→				
Time and Labor	•				
Payroll for North America	Employee Pay Data USA				
Payroli inceriace	Payroll Processing USA Tax Information				
vvorkiorce bevelopmenc	Retroactive Payroll				
Organizational Developme	Payroll Distribution				
Enterprise Learning	Pay Period Tax Reports U				
Workforce Monitoring	Periodic Payroll Events US 📄 Update Payroll Options				
Set Up HRMS	U.S. Quarterly Processing 📄 Search by National ID				
🗀 Reporting Tools	U.S. Annual Processing				
PeopleTools					
LSUHSC Processes					
My Personalizations					
Done	😪 Local intranet Protect	ed Mode: Off		🔍 100% 🛛 🔻	ſ

Step	Action
4.	Point to the Tax Information menu.



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avorites Main Menu				
Personalize Personalize Personalize Search Menu: Search Menu: Self Service Workforce Administration Benefits Compensation Time and Labor Payrol Interface Workforce Development Organizational Development Enterprise Learning Workforce Monitoring Sel Up HRMS Reporting Tools	Employee Pay Data USA Payrol Processing USA Retroactive Payrol Payrol Distribution Pay Period Tax Reports U Payrol Distribution Pay Period Tax Reports U U.S. Quarterly Processing U.S. Annual Processing U.S. Annual Processing		Home Update Employee Tax Data Update Tax DatraUupdate Tax Dstribution Employee Tax Information Rpt	Add to Pavortes Sign out (2) Help
People Tools LSUHSC Processes My Personalizations	U.S. Annual Processing			
ttps://ps9hercb2.lsuhsc.edu/psp/hrtm/EMPL	OYEE/HRMS/s/WEBLIB_PTPP_SC	HOMEP	🔹 Local intranet Protected Mode: Off	

Step	Action
5.	Click the Update Employee Tax Data menu.

ORACLE		Home Add to		Sign ou
Favorites Main Menu >	Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data		Turonico	olgi ou
		🔊 New Window	Help	📰 http
Update Employee Ta	ax 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): 300			
Empl ID:	begins with 👻 0000000			
Company:	begins with 👻			
Name:	begins with 🔻			
Last Name:	begins with 👻			
Second Last Name:	begins with 👻			
Alternate Character Nam	ie: begins with 🔻			
	orrect History 🔲 Case Sensitive			
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Step	Action
6.	Search for the employee by entering the EMPL ID or by Last Name.



awg tes Man Menu > Payroll for Night America > Employee Pay Data USA > Tax Information > Update Employee Tax Data Call Details Employee Tax Data Enter any information you have and click Search. Leave fields blank for a list of all values. Fund an Eusling Value Mainteen of rows to return (up to 200): 300 Employee Employee Begins with • 0000000 Ordinates Begins with • 0000000 Company: Begins with • 0000000 Begins with • 00000000 Begins with • 00000000 <	ORACLE [.]		Home Add to		Sign out
The probability of the probabili	Favorites Main Menu >	Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data	Home Add to	Favorites	Sign out
Enter any information you have and click Search. Leave fields blank for a list of all values. Fund Eusting value Maximum number of rows to return (up to 300): 300 EmpliD: begins with • Company: begins with • East Name: begins with • East Name: begins with • Include History • Clear Basic Search • Swe Search Criteria Start Maximum company Start Maximum company begins with • Include History • Clear Basic Search • Swe Search Criteria			New Window	🕜 Help	📰 http
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Maximum number of rows to return (up to 300; 300 Empl ID: begins with begins with	Enter any information you	have and click Search. Leave fields blank for a list of all values.			
Empl ID: begins with • 00000000 Company: begins with • • • • • • • • • • • • • • • • • • •	Find an Existing Value				
Company: begins with begins wi	Maximum number of rows	to return (up to 300): 300			
Name: begins with • Second Last Name: begins with • Second Last Name: begins with • Include History Correct History Case Sensitive Search Clear Basic Search 📽 Save Search Criteria	Empl ID:	begins with 👻 0000000			
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Second Last Name: begins with Iterate Character Name: begins with Include History Correct History Case Sensitive Search Clear Basic Search Save Search Criteria	Name:	begins with 🔻			
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<	Search Clear	Basic Search 👹 Save Search Criteria			
None 🗣 Local intranet Protected Mode: Off 🛛 🖓 🔻 💐 100%					

Step	Action
7.	Click the Search button.

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	Bread Gradie 11				6		Home	Add to Favorites	Sign out
Favorites Main Menu	 Payroll for North Ar 	nerica > Employe	e Pay Data USA	ι > Tax Ir	formation > Upda	ate Employee Tax Data	0	-	-
Federal Tax Data	State Tax Data	al Tax Data				🔊 New Window	Help	📝 Customize Page	📰 http
	Sigle Lavinging Focs	ar rax could							
John Doe			Person ID:	011	19343				
Tax Data					Find View All Fin	st 🚺 1 of 1 🚺 Last			
Company:	001	LSUHSC-New Or	leans			+ -			
*Effective Date:	12/31/2011 🗎								
Updated By:	System	Date Last Update	d: 01/0	4/2012					
Federal Withholdin	ig Elements								
*Special Withholdin	ng Tax Status:	None		•					
*Tax Marital Status		Married -	Married						
		Check here an	d select Single	status if m	arried but withholdir	ng at single rate.			
Withholding Allow	ances:	1							
Additional Amount	:	\$0.00							
Additional Percent		0.000							
*Earned Income Cr	-	Not applicable		•					
curried income cr	cun status.	Exempt from F	шт						
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W-4 and W-5 Pro	-								
► Lock-In Letter De									
State Tax Option									
▶ Tax Treaty/Non-R	tesident Data								
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S	Step	Action
	8.	Click the Add a new row at row 1 button.

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Federal Tax Data State Tax Data Loca	Tax Data	Help	Customize Page	aa nup
John Doe	Person ID: Defeaded			
Tax Data	Find View All First 🚺 1 of 2 🖸 Last			
Company: 001	LSUHSC-New Orleans 🛨 =			
*Effective Date: 04/05/2012 1				
Updated By: System	Date Last Updated: 01/04/2012			
Federal Withholding Elements				
*Special Withholding Tax Status:	None			
*Tax Marital Status:	Married Married			
	Check here and select Single status if married but withholding at single rate.			
Withholding Allowances:	1			
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	Correct History			
Federal Tax Data State Tax Data Local Tax Da	ta			
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Step	Action
9.	Enter the desired information into the Withholding Allowances field. Enter " 3 ".



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Favorites Main Menu	> Payroll for North An	erica > Employee Pay Data USA > Tax Information > Upda		~		_
Federal Tax Data	State Tax Data Loca	Tax Data	🔊 New Window	Help	Customize Page	📰 http
redetai tax Data	Sigle Lay Data _ Enca	Tax Data				
John Doe		Person ID: 0111113				
Tax Data		Find View All Firs				
Company:	001	LSUHSC-New Orleans	+ -			
*Effective Date:	04/05/2012					
Updated By:	System	Date Last Updated: 01/04/2012				
Federal Withholdin	g Elements					
*Special Withholdin	ng Tax Status:	None -				
*Tax Marital Status	:	Married Married				
		Check here and select Single status if married but withholdin	g at single rate.			
Withholding Allowa	ances:	3				
Additional Amount	:	\$0.00				
Additional Percent	age:	0.000				
*Earned Income Cro	edit Status:	Not applicable -				
		Exempt from FUT				
 W-4 and W-5 Pro Lock-In Letter De 	-					
State Tax Options						
Fax Treaty/Non-R						
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Federal Tax Data State	e Tax Data Local Tax Da	ta				
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Step	Action
10.	Enter the desired information into the Additional Amount field. Enter "50.00".

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Favorites Main Me	enu > Payroll for North Ar	nerica > Employee Pa	/ Data USA >	Tax Inf	prmation > Upd	ate Employee Tax Da			-
Federal Tax Data	State Tax Data Loca	al Tax Data				il ² New Win	dow 🕜 Hel	p 📝 Customize Page	💷 http
Tradition Tax Data	glate rate data geos	170x 00ta							
John Doe			Person ID:	0113					
Tax Data					Find View All Fir	st 🗹 1 of 2 🕨 Last			
Company:	001	LSUHSC-New Orleans	3			+ -			
*Effective Date:	04/05/2012								
Updated By: Federal Withhol	System	Date Last Updated:	01/04/20	012					
	-	None	-		And the second se				
	Iding Tax Status:								
*Tax Marital Sta	itus:		arried						
		Check here and se	ect Single sta	itus if mar	ried but withholdi	ng at single rate.			
Withholding Alle	owances:	3							
Additional Amo	unt:	\$5 <mark>0.00</mark>							
Additional Perc	entage:	0.000							
*Earned Income	Credit Status:	Not applicable	-						
		Exempt from FUT							
▶ W-4 and W-5	Processing Status								
► Lock-In Letter	- Details								
State Tax Opti	ions								
► Tax Treaty/No	n-Resident Data								
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Federal Tax Data S	<u> State Tax Data Local Tax D</u>	ata							
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Step	Action
11.	Click the Save button.

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Favorites Main Mer	nu > Payroll for North Ar	rica > Employee Pay Data USA > Tax Info	rmation > Update Employee Tax Data	Home Add to Pavonites Sign out
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Federal Tax Data	State Tax Data	Tax Data		
John Doe		Person ID:	163	
Tax Data			Find View All First 🚺 1 of 2 🚺 Last	
Company:	001	LSUHSC-New Orleans	+ -	
*Effective Date:	04/05/2012			
Updated By:	System	Date Last Updated: 01/04/2012		
Federal Withhold	ling Elements			
*Special Withhol	ding Tax Status:	None -		
*Tax Marital Stat	us:	Married		
		Check here and select Single status if marri	ied but withholding at single rate.	
Withholding Allo	wances:	3		
Additional Amou	int:	\$50.00		
Additional Perce	entage:	0.000		
*Earned Income	Credit Status:	Not applicable -		
		Exempt from FUT		
▶ W-4 and W-5 P	rocessing Status			
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State Tax Optic	ons			
► Tax Treaty/Non	-Resident Data			
Save 🔯 Ret	turn to Search 💽 Notify	Refresh 🖉 Update/Display	Include History	
Federal Tax Data St	ate Tax Data Local Tax D	<u>a</u>		
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Step	Action
12.	Click the State Tax Data tab to update State Tax data.



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Favorites Main Menu > Payroll for North	America > Emplo	yee Pay Data USA 🚿	Tax Information > U	pdate Employee Tax Data	Tionic	Sign out
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Eederal Tax Data State Tax Data	ocal Tax Data					
John Doe		Person ID:	01193363			
Tax Data			Find Vie	w All First 🗹 1 of 1 🖸 Last		
Company: 001 LSUHSC-Ne	w Orleans	Effective Date:	12/31/2011	+ -		
State Information			Find View	All First 🚺 1 of 1 🖸 Last		
*State: LA 🔍 Louisiana		_		+ -		
Resident		🗹 UI Juri				
Non-Residency State State Withholding Elements	mentFiled	Exemp	t From SUT			
*Special Withholding Tax Status:	None	.				
				ine 6 = 0)		
*Tax Marital Status:	0	No exemption claimed	(Louisiana Form L-4 L	ine 6 = 0) 🖙		
Withholding Allowances:	1	(LA Form L-4 line 7)				
Additional Amount:	\$0.00 *	LA Only:	Increase	•		
Additional Percentage:	0.000					
Additional Allowances:	0					
▶ Lock-In Letter Details						
📊 Save 🛛 🤯 Return to Search 🔛 Not	ify 📿 Refresh			J Update/Display	Include History	Correct History
Federal Tax Data State Tax Data Local Tax				<u> </u>		
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Done				६ Local intranet Protected	Mode: Off	🖓 🔻 🔍 100% 🔻

Step	Action
13.	Update State Tax data then click the SAVE button.

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Favorites Main_Menu > Payroll for North America > Em	ployee Pay Data USA >	Tax Information > Upda	ate Employee Tax Data	Home	Add to Favorites	Sign out
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Eederal Tax Data State Tax Data Local Tax Data				Corresp 🔤	oustoninger uge	ind the p
John Doe	Person ID:	0/1110/06/3				
Tax Data		Find View A	I First 🛛 1 of 1 🖸 Last			
Company: 001 LSUHSC-New Orleans	Effective Date:	12/31/2011	• -			
State Information		Find View All	First K 1 of 1 Last			
*State: LA 🔍 Louisiana			+ -			
Resident	🗹 UI Juri	sdiction				
Non-Residency Statement Filed	Exemp	ot From SUT				
State Withholding Elements						
*Special Withholding Tax Status: None	-					
*Tax Marital Status: 0	No exemption claimed	(Louisiana Form L-4 Line	6=0)			
Withholding Allowances: 1	(LA Form L-4 line 7)		_			
Additional Amount: \$0.00	*LA Only:	Increase	•			
Additional Percentage: 0.000						
Additional Allowances: 0						
► Lock-In Letter Details						
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🔚 Save 🔯 Return to Search 🔛 Notify 🔗 Refresh)		🖉 Update/Display	Include History	🎲 Correct Hist	ory
Federal Tax Data State Tax Data Local Tax Data						
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Done		Q	Local intranet Protected	Mode: Off		.00% 👻



Step	Action
14.	This completes the topic on Updating Employee Tax Data.
	End of Procedure.



Adding Additional Pay

Procedure

In this topic you will learn how to Add Additional Pay for an employee.

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one	🗣 Local intranet Prote	sted Made Off	A A A A

Step	Action
1.	Click the Main Menu button. Main Menu



Step	Action
2.	Point to the Payroll for North America menu.

ORACLE		Home Add to Favorites Sign out
OPRACLE: vogtes Man Menu rsronaliza Search Menu: Search Menu: Manager Self Service Workforce Administration Benefits Compensation Time and Labor Payrol Interface Workforce Advancement Workforce Development Organizational Development Enterpres Learning Workforce Montoring Sat Up HMMS Reporting Tools Papelt Tools LSUHSC Processes My Personalizations My Personalizations	Employee Pay Data USA	Home Add to Favorites Sign out (2) Help
	LOYE/HRMS/s/WEBLIB PTPP SC.HOMEP.	ranet Protected Mode: Off مَنْ مَ عَلَيْهِ مَنْ الْمُعَامِينَ الْمُعَامِينَ الْمُعَامِينَ الْمُعَامِينَ الْمُ

Step	Action
3.	Point to the Employee Pay Data USA menu.



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Favorites Main Menu		Nonica Sign out
Personalize Search Menu:		-
Personalize		Help
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 Self Service Manager Self Service Workforce Administration Benefits Organizational Development Organizational Development Organizational Development Set Un HMMS Reporting Tools LSUHSC Processes My Personalizations 	•	
Done	State Local intranet Protected Mode: Off	A T A A

Step	Action
4.	Point to the Create Additional Pay menu.

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avorites Main Menu > P	ayroll for North America $ ightarrow$ Employee Pay Data US	A > Create Additional Pay	🖉 New Window 🕜 Help 🔲 http
			🗠 New Window 🕜 Help 🔛 http
Create Additional Pay			
Enter any information you ha	e and click Search. Leave fields blank for a list of all	values.	
Find an Existing Value			
Find an Existing value			-
laximum number of rows to			
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mpl Record:	= •		
Name:	begins with 🔻		
Last Name:	begins with 🔻		
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Middle Name:	begins with 🔻		
Include History	ect History 🔲 Case Sensitive		
Search Clear Ba	ic Search 🕞 Save Search Criteria		
		m	Protected Mode: Off 4 v 4,100% v



Step	Action
5.	Click the Search button.
	Search

ORACLE							Add to Favorites	Sign out
Favorites Main Menu	> Payroll for North Americ	a > Employee Pay Data US	SA > Create Ade	litional Pay		Tiome	Additionavolities	Sigir out
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Create Additio	onal Pav							
John Doel	EMP	I		Empl Record:	0			
Additional Pay			Fin	d View All First 🗹 1				
*Earnings Code:	Des	cription:			.			
Effective Date			Find View All	First 🚺 1 of 1 🖸 Last				
Effective Date:	04/05/2012			+ -				
Payment Details			Find View All F	irst 🗹 1 of 1 🖸 Last				
*Addl Seq Nbr:		End Date:		1				
Rate Code:	Q	Reason:	Not Specif	•				
Earnings:								
Hours:		Hourly Rate:						
Goal Amount:		Goal Balance:						
Sep Check Nbr:			🔲 Disable Direc	t Deposit				
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Applies To Pay Peri								
V First	Second	Third	Fourth	Fifth				
Job Information								
▶ Tax Information								
📳 Save 🔯 Return t	o Search 🔀 Notify 🖌	Refresh	周 Update/D	isplay	istory 📝 Correct	History		
M Save	Notify R	Reliesi	[22] obration	ispiay	story Correct	matory		
Done				😪 Local	intranet Protected	Mode: Off		100% 👻

Step	Action
6.	Click the Look up Earnings Code button.



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	> Pavrol for North An	nerica > Employee Pay Data USA > Create Additional Pay	Home	Add to Favorites	Sign out
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Create Additio	onal Pay				
John Dee	EMP	ID: Empl Record: 0			
John Doe Additional Pay	EMP	ID: Empl Record: 0 Find View Al First I 1 of 1 D Last			
*Earnings Code:		Description:			
Effective Date		Look Up			
Effective Date: Payment Details	04/05/2012	Look Up Earnings Code			
*Addl Seq Nbr:					
Rate Code:	Q	Earnings Code: begins with 🔻			
Earnings:		Description: begins with 🔻			
Hours:					
Goal Amount:		Look Up Clear Cancel Basic Lookup			
Sep Check Nbr:		Search Results			
Applies To Pay Peri	OK to Pay	View 100 First 💽 1-156 of 156 🕟 Last			
First	Second	Earnings Code Description AC All Earnings Codes - System Cd			
► Job Information		\$NA N/A - Retro Place Holder			
► Tax Information		125 125 REFUND ALA ADJUST LASERS ANNUAL SUB			
		ALS ADJUST LASERS SICK SUB ATA ADJUST TRSL ANNUAL SUB			
Save Return to	o Search 💽 Notify	ATS ADJUST TRSL SICK SUB	History		
		AUT AUTO ALLOWANCE CB8 CALL BACK OVERTIME 8/80			
		CBP CALL BACK PAY			
Done		💊 Local intranet Protecte	d Mode: Off	- €1	100% 👻

Step	Action
7.	Select one of the Earnings Code from the drop-down list.
	Click the CALL BACK PAY link.

reate Additio	onal Pay		Ť			🖉 New Wi	ndow ③ Help	📝 Customize Page	e 📰 http
John Doe	EN	IP		ID: 0118363	Empl Record:				
Additional Pay	CBP	Description:		Ē	ind View All First 🛙	1 of 1 Last			
Effective Date	,	*Deachpuon.	CALL BACK PAT	Find View All	First K 1 of 1 D L	ast			
Effective Date:	04/05/2012	21			+				
Payment Details *Addl Seq Nbr: Rate Code:			End Date: Reason:	Eind View All Not Specif	First 1 of 1 Le				
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Step	Action
8.	Enter the desired information into the Addl Seq Nbr field. Enter "input text".

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Step	Action
9.	Enter the desired information into the Hours field.



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Step	Action
10.	Click the SAVE button.

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Step	Action
11.	This completes the topic on Creating Additional Pay.
	End of Procedure.



Record a General Deduction

Procedure

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

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ersonalize Content Layout			Help
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Step	Action
1.	Click the Main Menu link.
	Main Menu



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Step	Action
2.	Point to the Payroll for North America menu.

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avorites Main Menu ersonalize Search Menu:	nome	Aud to ravorites	Help
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 ☐ Reporting Tools ☐ Poole Tools ☐ U.S. Annual Processing → ☐ LSUHSC Processes → → → → → 			
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Step	Action
3.	Point to the Employee Pay Data USA menu.



Step	Action
4.	Point to the Deductions menu.

Personalize Main Menu Personalize Sef Service Manager Self Service Manager Self Service Manager Self Service Manager Self Service Manager Self Service Payrol for North America Proyrol for North America Employee Payrol anterface Organizational Development Payrol Processing USA Retroactive Payrol Create General Deductions Retroactive Payrol Distribution Create General Deductions Workforce Montoring Payrol Processing Set Up HMMS Search by National D Organizational Development U.S. Quarterly Processing Voridic Payrol Evidual Up of the Search Payrol Distribution Workforce Montoring Payrol Processing Set Up HMMS Search by National D Overide Benefits Deductions Overide Benefits Deductions U.S. Annual Processing Workforce Reveive U.S. Savings Bonds
Personalize Search Menu: Personalize Search Menu: Self Service Manager Sel Service Monager Sel Service Monotories Self Service Payrol Information Payrol Information Payrol Information Payrol Information Payrol Information Payrol Processing USA Payrol Direction Payrol Personalize Self Service Payrol Processing USA Payrol Processing USA Payrol Processing Payrol Direction Payrol Payrol Payrol Payrol Payrol Direction Payrol P
Self Service Manager Self Service Manager Self Service Manager Self Service Mondrore Administration Benefits Compensation The and Labor The and Labor Payrol for North America Employee Pay Data USA Deductions Payrol for North America Payrol for North America Payrol for North Consensity Payrol Processing Payrol for North America Payrol Processing Payrol Processing Set Up H8W Payrol Processing Sech by National D Overide General Deductions Poyle Tools U.S. Annual Processing Sech by National D Overide Benefits Deductions Review U.S. Savings Bonds



Step	Action
5.	Click the Create General Deductions menu.
	Create General Deductions

		Home Add to F	avorites Sign
Favorites Main Menu >	Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions		@ =
		Rem Mindow	🕐 Help 🔲 http
Create General Dec	luctions		
Enter any information you	have and click Search. Leave fields blank for a list of all values.		
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🔲 Include History 📃 🛛	Correct History 🔲 Case Sensitive		
Search Clear	Basic Search 👹 Save Search Criteria		

Step	Action
6.	Note: You can search for an employee by entering their Empl ID or by entering their Last Name.
	Enter the desired information into the Empl ID field. Enter "0000000".



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create cancer Deductions	•	·····	New Window (2) Help 🗐 ht	tn
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Bainum number of rows to retum (up to 300): 300 Company: e legins with • Cast Name: e geins with • Correct History Correct History Case Sensitive: Search Crear Basic Search 📽 Save Search Criteria	Enter any information you	have and click Search Leave fields black for a list of all values		
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				The second secon
	4 Done		dau Oa	

Step	Action
7.	Click the Search button.

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ravoites Main Menu / Pay	Torror North America > Employee	Pay Data OSA 7 Det	Cleace General Dedu		lelp Customize Page
Create General D	eductions				
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Company: 001 LSUHS	C-New Orleans				
General Deduction			Find View All First 🗹 2	e of 2 🕨 Last	
*Deduction Code:	٩			+ -	
Deduction Details			<u>Find</u> View All First 💶 1.	of 1 🚺 Last	
*Effective Date:	07/09/2012		Take on all Paygroups	± =	
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Deduction End Date:	<u> </u>	eduction Rate or %:			
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Step	Action
8.	Click the Look up Deduction Code button.

reate General De	eductions			<u>Here window</u>	Help Customize Page
hn Doel			Person ID:		
mpany: 001 LSUHS	C-New Orleans	Look Up		 ×	
		FLX012	FSA CHILD CARE ACCOUNT		
eduction Code:		FLX012 FLX013	FSA PLAN ADMIN FEE		
		FND001	LSUMC FOUNDATION		
Deduction Details		FND002	LSUMC DENTAL CHALLENGE FUND		
*Effective Date:	07/09/2012	FND003	ALLIED HEALTH FOUNDATION	=	
		FND004	LALLIE KEMP FOUNDATION		
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Deduction End Date:		FND006	LSUHSC FOUNDATION		
		FSA000	CHILD CARE ACCT		
Loan Interest %:		FSA001	HEALTH CARE ACCT		
Goal Amount:		FSA002	FLEX PLAN ADMIN FEE		
		FSA003	FLEX SAVE DEPT CARE		
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· · · ·		GAR001	GARNISHMENT		
	1	GEN000	LSUMC PARKING		
Save Return to Search	🖃 Notify 😭	GEN001	PARKING FINES		
		GEN002	LOST TOOLS		
		GEN003	PAYROLL TAXES		
		GEN004	PHYSICAL PLANT SHOES		
		GEN005	UNIFORMS		
		GEN006	PARKING - HOSP-MCLNO		
		<u>GEN007</u>	EMPLOYEE RELIEF	÷	
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Step	Action
9.	Select a Deduction Code from the drop-down list.



ORACLE				
	Payroll for North America >> Employee Pay Data USA >> Deductions >> Create General Deductions	Home	Add to Favorites	Sign ou
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John Doe	Person ID: detanada			
Company: 001 LSU	HSC-New Orleans			
General Deduction	Find View All First K 6 of 7 D Last			
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Deduction Details	Find View All First 🕅 1 of 1 🖸 Last			
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This data was last upda	tted by Online User Data last updated on 04/04/2012			
📊 Save 🛛 🕂 Return to Se	earch 📔 Notify 😂 Refresh 🖉 Update/Display 🔎 Include History 🕼 Correct History			

Step Action 10. Click the Save button.	
10.	Click the Save button.
11.	This completes Record a General Deduction. End of Procedure.





Record Direct Deposit

Procedure

In this topic you will learn how to Record a Direct Deposit.

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Step	Action
1.	Click the Main Menu link.
	Main Menu



Step	Action
2.	Point to the Payroll for North America menu.

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Personalize Search Menu: Personalize Search Menu: Personalize Search Menu: Image: Self Service Image: Self Service Image: Self S	Nome Add to Favorites Sign out
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Step	Action
3.	Point to the Employee Pay Data USA menu.



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Favorites Main Menu					11
	Erroloyee Pay Data USA Payrol Processing USA Retroactive Payrol Payrol Distribution Payrol Distribution Payrol Distribution U.S. Annual Processing U.S. Annual Processing	Home	Add to Favorites	Sign ou	
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Step	Action
4.	Click the Request Direct Deposit menu.

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Search Clear <u>c</u>	asic Search 📲 Save Search Criteria		
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Ste	р	Action
5.		Enter the desired information into the Empl ID field. Enter "0000000".

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avorites Main Menu >	Payroll for North America > Employee Pay Data USA > Request Direct Deposit	nome Add to ravorites Sign of
		🔊 New Window 🕜 Help 📰 http
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Request Direct Dep	USIL	
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	orrect History Case Sensitive	

Step	Action
6.	Click the Search button.
	Search



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avorites Main Menu	Payroll for North America > Employee	Pav Data USA > Request D	irect Deposit		Home	Add to Favorites	Sign (
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Request Direc	t Deposit				0		
John Doe		Person ID: 04 habit					
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Your Bank Informa	tion			+ -			
Country Code:	USA Q United States		Add New Bank				
Bank ID:	٩						
	International ACH Bank Account	Prenotification R	equired				
Distribution							
*Account Type:		*Deposit Type:	-				
Net Pay Percent:		Net Pay Amount:					
*Priority:		Account Number:					
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Step	Action
7.	Enter the Bank ID or click the Bank ID lookup icon and select an option from the list.

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John Doe Deposit Information			Person ID:	Eind <u>View All</u>	First II 1 of				
*Effective Date:	04/05/2012	Look Up	*Ctatue:	Active	-	+ - ×			
Distribution Informati Your Bank Informati Country Code: Bank ID:		Bank Name: Address Line 1: City: State: Look Up	begins with • begins with • lear Cancel _{Basic L}			-			
Distribution *Account Type: Net Pay Percent: *Priority: Prenote Date:		View 100 Bank ID Bank 062000019 Regio	ons ACH Processing ons ACH Processing Center One, NA	Address Line 1 City 333 Texas Street Shr PO Box 30280 Net	eveport LA w Orleans LA ank) (bl	ate <u>Po</u> <u>Co</u> 71 70 ank) (bl			
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Step	Action				
8.	Click the Regions Bank link.				
	Regions Bank				

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eposit Information				st 🛯 1 of 2 🕨 <u>Last</u>		
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Your Bank Informa	tion			+ -		
Country Code:	USA Q United States		Add New Bank			
Bank ID:	065403626					
Bank Name:	Regions Bank					
Address:	333 Texas Street					
	Shreveport					
	LA 71101					
	International ACH Bank Account	Prenotification R	equired			
Distribution						
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*Priority:		Account Number:				
Prenote Date:		Prenote Status:	Not Submtd			
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Step	Action
9.	Click the drop-down arrow and select an Account Type from the list.
	Click the Savings list item.


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Your Bank Informa	tion			+ -		
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Bank Name:	Regions Bank					
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	Shreveport					
	LA 71101	Prenotification R	a multime of			
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*Priority:		Account Number:				
Prenote Date:		Prenote Status:	Not Submtd			
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Step	Action
10.	Click the Deposit Type drop-down arrow and select a deposit type from the list.

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Favorites Main Menu	Payroll for North America > Employee	Pay Data USA > Request Di	rect Deposit		Home	Add to Favorites	Sign out
Request Direc	t Deposit	Y		🔊 New Window	Help	📝 Customize Page	📰 http
John Doe		Person ID: 041120					
Deposit Information			Find View All First	🛾 1 of 2 🕨 Last			
*Effective Date:	04/05/2012	*Status:	Active	- + -			
	Suppress DDP Advice Print						
Distribution Informat	ion		Find View All First	2 of 2 🖸 Last			
Your Bank Informa	tion			+ -			
Country Code:	USA 🔍 United States		Add New Bank				
Bank ID:	065403626						
Bank Name:	Regions Bank						
Address:	333 Texas Street						
	Shreveport						
	LA 71101						
	International ACH Bank Account	Prenotification Re	quired				
Distribution							
*Account Type:	Savings -	*Deposit Type:	-				
Net Pay Percent:		Net Pay Amount:	Amount				
*Priority:		Account Number:	Balance Percent				
Prenote Date:		Prenote Status:	Not Submtd				
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Step	Action
11.	Click the Amount list item.
	Amount

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	a beposit						
ohn Doe Deposit Information		Person ID:	Find View All First K 1	of 2 Diant			
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Country Code:	USA 🔍 United States		Add New Bank				
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Bank Name:	Regions Bank						
Address:	333 Texas Street						
	Shreveport						
	LA 71101						
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This data was las	st updated by	Data last updated on					
Save 🔯 Return t	o Search 😢 Notify 📿 Refresh	Jupdate/Display	🔎 Include History 📝 Cor	rect History			

Step	Action
12.	Enter the desired information into the Net Pay Amount field. Enter "200.00".



	Payroll for North America > Employee	Pay Data USA > Request Di	rect Deposit		Home	Add to Favorites	Sign out
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Request Direct	Deposit						
John Doe		Person ID:					
Deposit Information			Find View All First K 1	of 2 🕨 Last			
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Your Bank Informat	ion			+ -			
Country Code:	USA 🔍 United States		Add New Bank				
Bank ID:	065403626						
Bank Name:	Regions Bank						
Address:	333 Texas Street						
	Shreveport LA 71101						
	International ACH Bank Account	Prenotification Re	quired				
Distribution							
*Account Type:	Savings -	*Deposit Type:	Amount -				
Net Pay Percent:		Net Pay Amount:	200.00				
*Priority:		Account Number:					
Prenote Date:		Prenote Status:	Not Submtd				
This data was last	updated by	Data last updated on					
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Step	Action
13.	Enter the desired information into the Account Number field. Enter "125469872".

-	t Deposit					
ohn Doe eposit Information		Person ID: Denial		N		
ffective Date:	04/05/2012	*Status:	Eind <u>View All</u> First	1 of 2 🖬 Last		
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Bank Name: Address:	Regions Bank 333 Texas Street Shreveport LA 71101 International ACH Bank Account	Prenotification R	lequired			
Distribution						
*Account Type: Net Pay Percent: *Priority: Prenote Date:	Savings •	"Deposit Type: Net Pay Amount: Account Number: Prenote Status:	Amount			
This data was las	t updated by	Data last updated on				

Step	Action
14.	Enter the desired information into the Priority field. Enter "500".



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ivorites Main Menu >	Payroll for North America > Employee	Pay Data USA > Request D	irect Deposit		Tronic		Pright
Request Direc	t Deposit	Ť		🔊 New Window	Help	📝 Customize Page 🛛	htt
John Doe		Person ID: 041424	3				
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Country Code:	USA Q United States		Add New Bank				
			Add Hew Dunk				
Bank ID:	065403626						
Bank Name:	Regions Bank						
Address:	333 Texas Street						
	Shreveport						
	LA 71101	_					
	International ACH Bank Account	Prenotification R	equired				
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Step	Action
15.	Click the Save button.

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Net Pay Percent:		Net Pay Amount:	200.00				
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This data was last	updated by	Data last updated on					
Save Return to	Search 🔁 Notify 📿 Refresh	🖉 Update/Display	🗈 Include History 🛛 🎲 Corr	ect History			
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Step	Action
	This completes the topic on Record Direct Deposit. End of Procedure.





Record a Garnishment

Procedure

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

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	Enterprise Learning				
	Workforce Monitoring				
	Set Up HRMS				
	Reporting Tools				
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	LSUHSC Processes				
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Step	Action
1.	Click the Main Menu button. Main Menu



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Step	Action
2.	Point to the Payroll for North America menu.

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Step	Action
3.	Point to the Employee Pay Data USA menu.



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Step	Action
4.	Point to the Deductions menu.

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	🗀 Organizational Developme	Retroactive Payroll	Create Additional Pay	Create General Deductions	
	🗀 Enterprise Learning	 Payroll Distribution Pay Period Tax Reports U 		Create Garnishments	
	🗎 Workforce Monitoring	Pay Period Tax Reports U Periodic Payroll Events US		Review Garnishments	
	🗀 Set Up HRMS	U.S. Quarterly Processing		Override General Deductions	
	Reporting Tools	U.S. Annual Processing		Override Benefits Deductions	
	PeopleTools	- 0.5. Annual Processing		Review U.S. Savings Bonds	
	LSUHSC Processes	• •			
	My Personalizations				
https://ps9he	rcb2.lsuhsc.edu/psp/hrtrn/EMPL	.OYEE/HRMS/s/WEBLIB_PTPP_SC	C.HOMEP.	६ Local intranet Protected Mode: Off	🖓 🕶 🔍 100% 👻



Step	Action
5.	Click the Create Garnishments menu.

		Home Add to Favorites Sign ou
avorites Main Menu >	Payroll for North America > Employee Pay Data USA > Deductions > Create Garnishments	
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Create Garnishmen	Its	
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Step	Action
6.	Enter the desired information into the Empl ID field. Enter "0000000".



Payords Man denu > Payord for North America > Employee Pay Data USA > Deductions > Create Gamishments Checke Gamishments Checke Gamishments Terrate any information you have and click Search. Leave fields blank for a list of all values. Image: Company: Degins with • Degins with • Last Name: Degins with • Last Name: Degins with • Include History Create Garacter History Case Sensitive Search Clear Basic Search @ Save Search Criteria	ORACLE				
Provide the second have a second diverse fields blank for a list of all values.	Favorites Main Menu	Payroll for North America > Employee Pay Data USA	> Deductions > Create Garnishments	Home Add to Fa	avorites Sign out
Item any information you have and click Search. Leave fields blank for a list of all values. If an Busing Yalue Maximum number of rows to return (up to 300): 300 Company: begins with • Company: begins with • Cast Name: begins with • Alternade Charter Name: begins with • Cast Name: begins with • Cast Cast Name: begins with • Cast Name: begins with • Cast Cast Name: begins with • Cast Name: begins with • cast Name: begins with • Cast Cast Name: begins with • cast Same: begins with • cast Same: begins with •	navorices narripiene /		> beddecions > create damannents	🔊 New Window	🕐 Help 📰 http
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Step	Action
7.	Click the Search button.

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John Doe		Person ID: drill	17(8)84				
Company: 001 LSUH	SC-New Orleans						
Garnishments			Find View All First				
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Received On		Respond By					
*Date:	*Hours: *Minutes:	*Date:	*Hours: *Minutes:				
*Garnishment Type:	Writ of Garnishment	Support Type:	Current	•			
*Court Document ID 1:		Court Document ID 2:					
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Step	Action
8.	Enter the desired information into the Garnishment ID field. Enter "CS001".

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John Doe		Person ID:	070258846				
Company: 001 LSUH	SC-New Orleans						
Garnishments			Find View All Firs				
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*Court Document ID 1:		Court Document ID 2:					
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Step	Action
9.	Click the drop-down arrow to the right of the Status field.



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ravoilles Main Menu > Pa	ayroli tor north America > Emplo	vee Pay Data USA > Deduc	uons > Create Gamisin		Q		-
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John Doe		Person ID:	性理能研				
Company: 001 LSUH	ISC-New Orleans						
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Received On		Respond By	Approved Cancelled				
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*Garnishment Type:	Writ of Garnishment	Support Type:	Rejected Released				
*Court Document ID 1:		Court Document ID 2:	Suspended Terminated				
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Step	Action
10.	Select an option from the drop-down list. Click the Approved list item. Approved

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John Doe		Person ID:	15864				
Company: 001 LSUH	ISC-New Orleans						
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*Court Name:							
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Step	Action
11.	Click in the Received Date field to enter the Received Date or click the Calendar icon to select a date.
	Note: Enter the date the garnishment was received, not the date you are entering it into the system.

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John Doe		Person ID:	0101058884				
Company: 001 LSUF	ISC-New Orleans						
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Step	Action
12.	Enter the hour and minutes the garnishment was received, not the time you are entering it into the system. Received Time field. Enter "8:45".



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Garnishment Spec Data 1	Garnishment Spec Data 2 Ga	rnishment Spec Data <u>3</u>		D			
John Doe		Person ID:	125(4)34				
Company: 001 LSUF	HSC-New Orleans						
Garnishments			Find View All First	1 of 1 🖸 Last			
*Garnishment ID:	CS001	*Status:	Approved	+ + -			
Received On		Respond By					
*Date: 04/01/2012	*Hours: 8 *Minutes: 45	*Date: 04/27/2012	*Hours: *Minutes:				
*Garnishment Type:	Writ of Garnishment 👻	Support Type:	Current	•			
*Court Document ID 1:		Court Document ID 2:					
		court bocument to 2.					
*Court Name:							
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Step	Action
13.	Enter the Respond by Time hour and minutes into the desired fields. Enter "11:30".

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Company: 001 LSUHSC-New Orleans
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*Garnishment ID: CS001 *Status: Approved •
Received On Respond By
*Date: 04/01/2012 🛐 *Hours: 8 *Minutes: 45 *Date: 04/27/2012 🖲 *Hours: 11 *Minutes: 30
*Garnishment Type: Writ of Garnishment Support Type: Current •
Chapter 13 Bankruptcy *Court Document ID 1: Child Support Court Document ID 2:
Dependent Support
Spousal Support
Remarks: Student Loan Repayment [2]
Wage Assignment Writ of Garnishment
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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
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Step	Action
14.	Click the Garnishment Type drop-down and select an option from the list.

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John Doe		Person ID:	1588-6			
	SC-New Orleans					
Garnishments			Find View All First			
*Garnishment ID:	CS001	*Status:	Approved	- + -		
Received On		Respond By				
*Date: 04/01/2012	*Hours: 8 *Minutes: 45	*Date: 04/27/2012 🖲	*Hours: 11 *Minutes	: 30		
*Garnishment Type:	Child Support 👻	Support Type:	Current			
^Garnishment Type:		Support Type:	ouncil			
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*Court Name:						
Remarks:				2		
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Step	Action
15.	Click the drop-down to the right of the Garnishment Support Type field.



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John Doe		Person ID:	17:00-0				
Company: 001 LSUF	HSC-New Orleans						
Garnishments			Find View All First	🕻 1 of 1 🖸 Last			
*Garnishment ID:	CS001	*Status:	Approved	+ -			
Received On		Respond By					
*Date: 04/01/2012	*Hours: 8 *Minutes: 45	*Date: 04/27/2012	*Hours: 11 *Minutes	30			
*Garnishment Type:	Child Support -	Support Type:	Current	•			
*Court Document ID 1:		Court Document ID 2:					
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Remarks:				2			
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Step	Action
16.	Select a Garnishment Support Type from the drop-down list. Click the Current list item.

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John Doe		Person ID: 010	5884				
Company: 001 LSUHSC-	New Orleans						
Garnishments			Find View All First	1 of 1 🖸 Last			
*Garnishment ID: CSI	001	*Status:	Approved	+ -			
Received On		Respond By					
*Date: 04/01/2012 🕅 *Hor	urs: 8 *Minutes: 45	*Date: 04/27/2012 🕅	*Hours: 11 *Minutes	s: 30			
*Garnishment Type: Ch	ild Support 👻	Support Type:	Current	-			
*Court Document ID 1:		Court Document ID 2:					
*Court Name:							
Remarks:				2			
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Step	Action
17.	Enter the desired information into the Court Document ID 1 field. Enter "CS-15550".

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John Doe		Person ID:	trialb4				
Company: 001 LSUI	HSC-New Orleans						
Garnishments			Find View All First K 1				
*Garnishment ID:	CS001	*Status:	Approved	• + -			
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*Date: 04/01/2012	*Hours: 8 *Minutes: 45	*Date: 04/27/2012	*Hours: 11 *Minutes: 3	0			
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Step	Action
18.	Enter the desired information into the Court Name field. Enter "Juvenile Court Child
	Support".



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Company: 001 LSUHSC-New Orleans	
Garnishments Find View All First 🖾 1 of 1 🖾 Last	
*Garnishment ID: CS001 *Status: Approved •	
Received On Respond By	
*Date: 04/01/2012 🖻 *Hours: 8 *Minutes: 45 *Date: 04/27/2012 🖻 *Hours: 11 *Minutes: 30	
*Garnishment Type: Child Support Support Type: Current	
*Court Document ID 1: CS-15550 Court Document ID 2:	
*Court Name:	
Remarks:	
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Step	Action
19.	Enter comments as needed in the Remarks field.

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Garnishment Spec Data 1	Garnishment Spec Data 2	Garnishment Spec Data 3	Garnishment Spec Data 4	New Window	(2) Help	📝 Customize Page	📰 http
John Doe		Person ID:	0100881				
Company: 001 LSUHS	C-New Orleans						
Garnishments			Find View All First				
Garnishment ID: CS00	01 Child Sup	port		+ -			
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Step	Action
20.	Click the Garnishment Spec Data 2 tab.



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John Doe Person ID:			
Company: 001 LSUHSC-New Orleans			
Gamishments End View All First I of 1 D Last			
Garnishment ID: CS001 Child Support			
Contact Name: Phone:			
Country: Edit Address Address:			
Save Return to Search To Notify Correct History Correct History Correct History Correct History Correct History Correct History	Garnishmen	t Spec Data 6 Garnish	iment Spe
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Step	Action
21.	Click the Look up SetID Icon

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		—		
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Step	Action
22.	Select SHARE from the drop-down list.
	SHARE

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Step	Action
23.	Click the Lookup Vendor ID Icon.



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John Doe Person ID: Contracte			
Company: 001 LSUHSC-New Orleans			
Garnishments Find View All First K 1 of 1 🖸 Last			
Garnishment ID: CS001 Child Support			
Vendor ID: 0000000106 Quept of Rev and Tax: N. O. Location: Quept of Rev and Tax: N. O.			
Remit Address: Q. Payee Name:			
Contact			
Name: Phone:			
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Step	Action
24.	Click the Look up Location button.





Step	Action
25.	Click the LOCATION lookup button and select the Vendor Location.
	LOCATION 1

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	Page for North Ame	rice - Employo	- Pri Data USA > Da	ductions > Create Garnishm		Home	Add to Favorites	Sign out
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John Doe			Person ID:	2025884				
Company: 001	LSUHSC-New Orleans							
Garnishments				Find View All First	K 1 of 1 🖸 Last			
Garnishment ID: Set ID:	CS001 SHARE	Child Support			+ -			
Vendor ID: Location:	000000106 LOCATION 1	Dept of Rev and Dept of Rev and						
Remit Address: Payee Name:	Q							
Contact Name:			Phone:					
Country: Address:	٩	Ed	it Address					
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Step	Action
26.	Click the Look up Remit Address button.



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John Doe	Person ID:	4			
Company: 001 LSUHSC-New Orleans					
Garnishments		Find View All First 🛛 1 of 1 💵 Last			
Venaor ID: Location: LOCATION 1 4. Cancel Remit Address: 4. Cancel Payee Name: 5. Search 1 View 100	Jp Remit Address	X			
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Step	Action
27.	Select the Remitting Location Dept of Rev and Tax: N. O. link.
	1 Dept of Rev and Tax: N. O.

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Company: 001 LSUHSC-New Orleans		
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Garnishment ID: CS001 Child Support		
Set ID:		
Vendor ID: 0000000106 Q Dept of Rev and Tax: N. O. Location: LOCATION 1 Q Dept of Rev and Tax: N. O.		
Location: LOCATION 1 Copt of Rev and Tax: N. O. Remit Address: 1		
Payee Name:		
Contact		
Name: Phone:		
Country		
Country.		
Address: 1555 Poydras Street Con Address Suite 900		
000000106 New Orleans, LA 70112		
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Step	Action
28.	Enter the desired information into the Name field. Enter "Mary Jane Doe".



Step	Action
29.	Enter the desired information into the Phone field. Enter "504-555-1111".



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Company: 001	LSUHSC-New Orleans						
Garnishments			Find View All First	I of 1 Last			
Garnishment ID:	CS001 Child Support			+ -			
Deductions							
*Schedule:	Deduct on All Payrolls	 Priority: 					
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Limitations							
Start Date:	Ħ	Stop Date:	Ħ				
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Step	Action
30.	Click the Garnishment Spec Data 4 link.
	Note: The Garnishment Spec Data 4 can be selected from the tab at the top of the screen or from the Link at the bottom of the screen. Garnishment Spec Data 4

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Garnishment ID: CS001 Child Support			
Deduct on All Payrolls Option			
Deduction Calculation Routine Peduction Calculation Routine			
Poduction Calculation Routine: Maximum Allowed Frequency: Monthly			
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:			
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Step	Action
31.	Click the Deduction Calculation Routine drop-down and select % DE +
	Amount from the drop-down list.

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Garnishment ID: CS001 Child Support			
Deduct on All Payrolls Option			
Deduction Calculation Routine			
*Deduction Calculation Routine: % DE + Amount			
Disposable Earnings Percent: Flat Amount:			
*Frequency: Monthly -			
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			
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Step	Action
32.	Enter the desired information into the Flat Amount field. Enter "50.00".



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Company: 001 LSUHSC-New Orleans
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Garnishment ID: CS001 Child Support
Deduct on All Payrolis Option
Deduction Calculation Routine
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Disposable Earnings Percent: Flat Amount: 50.00
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Processing Fees
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Step	33. To record Processing Fees Defaults, enter the desired information into the To	
33.		
	Company Flat Amount field. Enter "5.00".	

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deduction percents. Flat Amount Deduction Percent			
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Step	Action
34.	Click the Show following tabs button to display additional tabs.

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To compare a flat amount with a percentage of the deduction and to take the greater of the two, enter both flat amounts and			
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Step	Action
35.	Click the Garnishment Spec Data 6 tab.
	Garnishment Spec Data <u>6</u>



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Garnishment ID: CS001 Child Support		
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*Law Source:		
*Rule ID:		
Exemption Parameters		
Exemption Percent 1: Exemption Percent 2:		
Exemption Percent 3: Exemption Percent 4:		E
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 Find View All 🚇 🛗 First 🚺 1 of 1 🖸 Last		
Plan Type Benefit Plan Deduction Code Deduction Class Limit Amount Limit Percent		
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Step	Action
36.	Click the Look up Law Source button.





Step	Action
37.	Only two (2) options are available Law Source: \$U and LA .
	Click the LA - Louisiana link.

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John Doe Person ID:			
Company: 001 LSUHSC-New Orleans			
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Garnishment ID: CS001 Child Support			
Assignments			
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*Rule ID:			
DE Definition ID:			
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			
Plan Type Benefit Plan Deduction Code Deduction Class Limit Amount Limit Percent			
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Step	Action
38.	Click the Look up Rule ID button.



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John Doe	Person ID:			
Company: 001 LSUHSC-New Orleans				
Garnishments	Find View All First 🖾 1 of 1 🔟 Last			
Garnishment ID: CS001 Child Supp	Look Up 🕱			
Assignments *Law Source: LA Q, *Rule ID: Q	Look Up Rule ID			
DE Definition ID:	Garnish Law Source:			
Exemption Parameters	Garnish Rule ID: begins with -			
Exemption Percent 1:	Description: begins with -			
Exemption Percent 3:	Look Up Clear Cancel Basic Lookup			
Exemption Hours 1:	=			
Exemption Amount 1:	Search Results View 100 First 1.7 of 7 Last			
Dependent/Exemption Count:	Garnish Rule ID Description			
Minimum Exemption:	GENERAL General Exemption LEVY State Tax Lew			
*Amount Frequency:	NO EXEMPT No Exemption			
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Deductions Allowed in DE Calculation	SUPPORT Child Support			
Plan Type Benefit Plan Dec				
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Step	Action
39.	Click the SUPPORT link.
	SUPPORT

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John Doe		Person ID: debute	104		
Company: 001 LSUHSC-	New Orleans				
Garnishments			Find View All First K 1 of 1 🗖 Last		
Garnishment ID: CS001	Child Support		EFT - Child Support		
Assignments			Find View All First K 1 of 1 D Last		
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*Rule ID: SUPPOR	RT Child Support				
DE Definition ID: LIF/HLTI	H/R Life/Health/Ret	ire 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:			
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Dependent/Exemption Coun	it:	Allowance Count:			
Minimum Exemption:		Maximum Exemption:			
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Step	Action
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*Rule ID: SUPPORT & C DE Definition ID: LIF/HLTH/R L	Warning Updates to the address on the Garnishment Spec Data 2 page will not be sent to Accounts Payable. (2000,649)	
Exemption Parameters	Address changes entered through the Edit Address subpage on Garnishment	
Exemption Percent 1:	Spec Data 2 will not be sent to Accounts Payable system. The payment will be	
Exemption Percent 3:	sent to the Remittance Address specified on the Garnishment Payee Table.	
Exemption Hours 1:	OK Cancel	
Exemption Amount 1:		
Exemption Amount 3:		
Dependent/Exemption Count:	Allowance Count:	
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*Amount Frequency: Month	y •	
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Step	Action
41.	Click the OK button.



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Step	Action
42.	This completes the topic on Record a Garnishment .
	End of Procedure.



Payroll Processing

View Paycheck Data

Procedure

In this topic you will learn how to View Paycheck Data of an Employee.



Step	Action
1.	Click the Main Menu button. Main Menu

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Favorites Main	n Menu	
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	Self Service	
	Manager Self Service	1
	 Workforce Administration Benefits 	
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		1
	Time and Labor	1
	Payroll for North America	- 1
	Payroll Interface	- 1
	Workforce Development	- 1
	Organizational Development	- 1
	Enterprise Learning	- 1
	Workforce Monitoring	- 1
	Set Up HRMS	- 1
	Reporting Tools	
	PeopleTools	
	LSUHSC Processes	
	My Personalizations	
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Step	Action
2.	Point to the Payroll for North America menu.

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Step	Action	
3.	Point to the Payroll Processing USA menu.	

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Step	Action
4.	Point to the Produce Payroll menu.


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Step	Action
5.	Click the Review Paycheck menu.

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Step	Action
6.	Enter the desired information into the Empl ID field. Enter "0000000".



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Step	Action
7.	Click the Search button.
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Step	Action
8.	Click the Pay Period End Date column header to sort the Pay Period End Date in descending order. Descending order displays the most recent Paychecks. <u>Pay Period End Date</u>



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Step	Action
9.	Click the Pay Period End Date of the check you would like to review 11/27/2011 link. 11/27/2011

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Issue Date: 1	2/02/2011	Paycheck Nu	imber:		Taxes:	136.74				
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Step	Action
10.	Paycheck Earnings for the selected employee displays. Click the Other Earnings Details 2 tab to view other earnings.



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Step	Action
11.	Click the Paycheck Taxes tab.
	Paycheck Taxes

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Step	Action
12.	Click the Paycheck Deductions tab.
	Paycheck <u>D</u> eductions



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Step	Action
13.	Click the Return to Search button.

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Step	Action
14.	This completes the topic on View Paycheck Data.
	End of Procedure.





View Payroll Error Messages

Procedure

In this topic you will learn now to access and review payroll error messages.

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Step	Action
1.	Click the Main Menu button.



Step	Action
2.	Point to the Payroll for North America menu.

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Step	Action
3.	Point to the Payroll Processing USA menu.



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Step	Action
4.	Point to the Review Processing Messages menu.

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	Set Up HRMS	🗀 U.S. Quarterly Processing	Produce Checks Review Payroll Error Message F Payroll Error Message F		
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	Step	Action
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		Review Payroll Error Messages

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Review Payroll E	rror Messa	iges					
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Step	Action
6.	Click the Look up Company button.



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Step	Action
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	LSUHSC-New Orleans

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Step	Action
8.	Click the Search button. Search

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Step	Action
9.	Click the Pay Period End Date column header to sort the Pay Period End Date in descending order to retrieve current payroll information. Pay Period End Date



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Step	Action
10.	Select a pay period from the list.
	Click the 01/08/2012 link.

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Step	Action
11.	Click the Next in List button to view the next error message.
	↓ Next in List

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Step	Action
12.	Click the Return to Search button.



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Step	Action
13.	This completes the topic on View Payroll Error Messages. End of Procedure.





Update Payroll Data on a Payline

Procedure

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

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Step	Action
1.	Click the Main Menu button.



Main Menu			Home Add to Favorites
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Self Service Manager Self Service Workforce Administration Benefits Compensation Time and Labor Payrol Interface Workforce Development Comparisonal Development Enterprise Learning Set Up HRMS Reporting Tools People Tools LSUHSC Processes Wy Personalizations			

Step	Action
2.	Point to the Payroll for North America menu.

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Step	Action
3.	Point to the Payroll Processing USA menu.



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Step	Action
4.	Point to the Update Paysheets menu.

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Step	Action
5.	Click the By Payline Security menu.

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	Step	Action
ĺ	6.	Enter the desired information into the Empl ID field. Enter "0000000".



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Step	Action
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Step	Action
8.	Click the 04/05/2009 link.
	04/05/2009

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Step	Action
9.	Click the OK to Pay checkbox.
	OK to Pay



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Step	Action
10.	Click the Additional Data link to add or change account information.

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Step	Action
11.	Note: Employee information defaults into the fields on this page. Check to make sure the information is correct before you click the OK button.

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Step	Action
12.	Click the Look up Code button.



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Step	Action
13.	Select an Earnings Code from the list.

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Step	Action
14.	Enter the desired information into the Hours field. Enter " 80.00 ".



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Step	Action
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Step	Action
16.	You can use the Lookup button to display a list of Earning codes, or you can type the code directly into the Code field.

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Step	Action
17.	Enter the desired information into the Hours field. Enter "23.00".



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Step	Action
18.	Click the One-Time Deductions tab.
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Step	Action
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Step	Action
20.	Click the Look up Benefit Plan button.



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Step	Action
21.	Click the HMO BCBS-LA ATAX link.
	HMO BCBS-LA ATAX





Step	Action
22.	Click the Look up Deduction Code button and select an option from the list. HLTN60

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Step	Action
23.	Click the Look up Deduction Class button and select an option from the list.



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Step	Action
24.	Enter the desired information into the Flat/Addl Amount field. Enter "135.00".

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Step	Action
25.	Click the One-Time Taxes link.
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Step	Action
26.	Click the Federal option.



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Step	Action
27.	Click the Tax Class drop-down arrow and select an option from the list.

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Step	Action
28.	Click the One-Time code drop-down arrow and select an option from the list.
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Step	Action
29.	Enter the desired information into the One-Time Tax Amount field. Enter "62.00".



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	Step	Action
F	30.	Click the Save button when input is complete.

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Step	Action
31.	This completes the topic on how to Update Payroll Data on a Payline
	End of Procedure.