



QuickStart Guide

Fixed Deductions

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ARKONA QuickStart Guide

Use this QuickStart Guide to learn how to work with fixed deductions for employees.

1. Display the employee master record.

- There are two ways to do this:
 1. Take option **40=Employees** on the Payroll & Personnel Management menu, position to the employee, and take option **2=Update Master** by the employee.
 2. From inside and open payroll batch, take option **2=Update Master** by the employee.

2. Display the fixed deductions screen.

- a. Press [ENTER] on the Employee Master Record screen to display the Other Pay and Deductions screen.

3. Position to the fixed deductions area.

- Use function **F2=Cursor** to move the cursor to the Fixed Deductions area.

4. Use the following table for help understanding the fixed deductions area.

Screen Item	What It Means
Code*	A fixed deduction code is withheld from employee pay on a regular basis. Hit F4 to see a list of codes.
+	Enter a '+' sign on this field and press [ENTER] if you need to have this deduction code subtracted from a check in different amounts in the different pay periods. For example, if the code needs to be a \$50.00 deduction on the first pay cycle and a \$150.00 deduction on the third pay cycle.
Amount	Enter the amount of the deduction code here.
V	Enter a Y here to make this a variable deduction code. This deduction code will automatically be taken from every check, but may be removed if necessary. Otherwise, the deduction code will be fixed and a user cannot remove it from a paycheck.
%	Enter a Y here if the value entered in the Amount field is a percent.
Limit	Enter an annual dollar limit that will cap the amount of

Screen Item	What It Means
	money that can be deducted from the employee's pay under this deduction code in a year.
Pay Period to Take Deduction	Put a Y in the column that represents the pay period that you want to deduct this deduction code from the check. See the table below for an explanation of the columns.

5. Designate which pay period to withhold each deduction.

- a. Put a Y in each column you want to withhold the deduction.
 - The number of columns that appear depends on the pay period type for the employee.
 - Which column a check falls into depends on the ending date of the pay period.
 - For example, for a bi-weekly employee, if the ending date of the pay period falls on the 10th, the system will look at the 1st column. If the pay period ends on the 29th, the system will look at the 3rd column to determine whether to withhold the deduction.

Pay Period Type	Pay Period Ending Day					
	1	2	3	4	5	S
Monthly	1-31	n/a	n/a	n/a	n/a	Supplemental
Semi-monthly	1-15	16-31	n/a	n/a	n/a	Supplemental
Bi-Weekly	1-14	15-28	29-31	n/a	n/a	Supplemental
Weekly	1-7	8-14	15-21	22-28	29-31	Supplemental