



**Phoenix Program  
Process Definition – HRMS-PAY**

***Business Process Description***

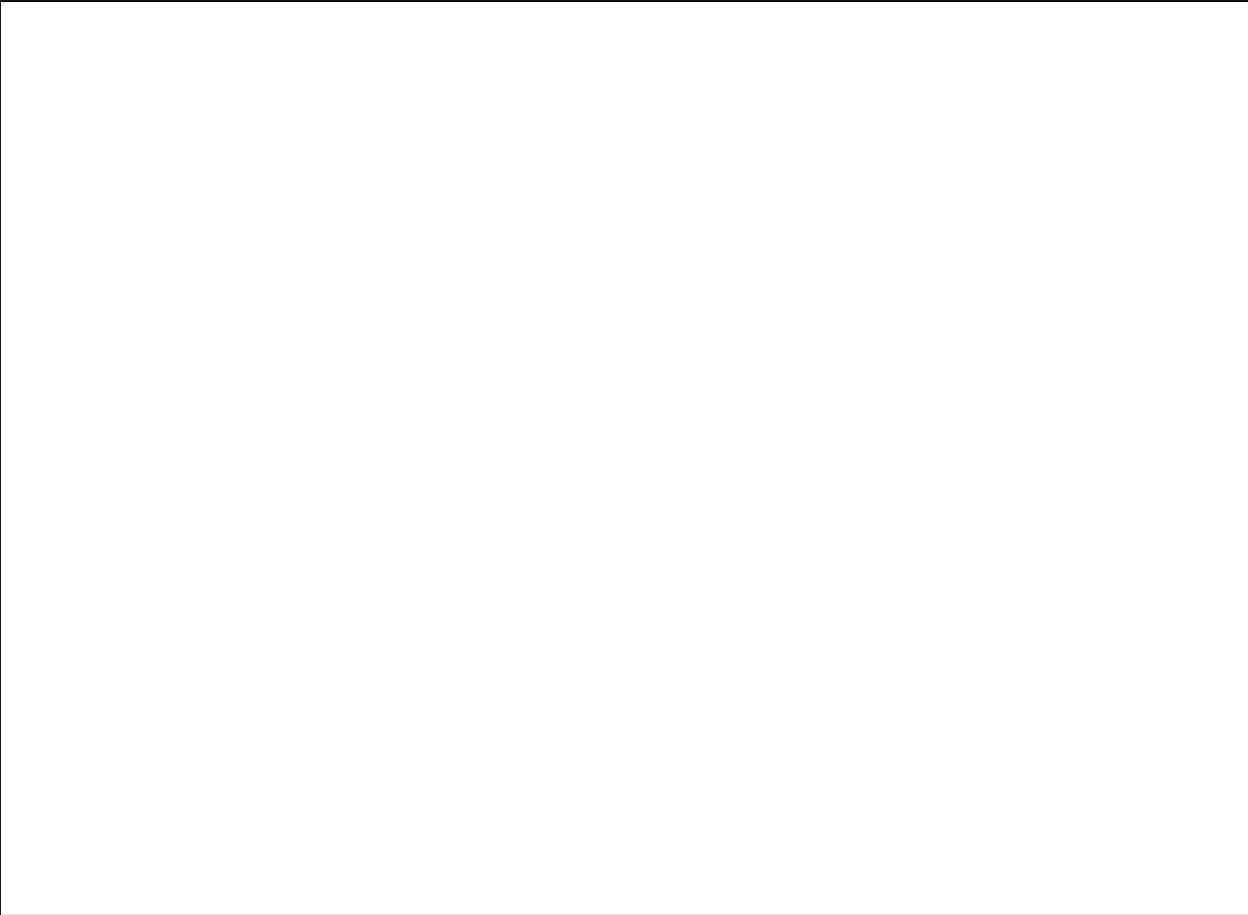
Process Description	Responsibility (Company/Centralized)
Step 1 Navigation: Go, Compensate Employees, Maintain Payroll Data U.S., Use, General Deduction Override, Update/Display.	Company
Step 2 Enter Employee ID, Name or SS#, perform a search and select the employee from a list.	Company
Step 3 General Deduction Override panel appears, enter Deduction Code, and select the appropriate pay period for Deduction to be taken if it is different from the normal schedule for the Deduction Code. The State of Georgia will not be using the Arrears function at this time so do not complete this section. Save.	Company
	Company

***Forms Used with Process (#)***

**Attach sample form(s)
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*Process Flow Diagram (if appropriate):*



Process Signoff

Tested By  
Date Tested