

Phoenix Program Process Definition – HRMS-PAY

Business Process Description

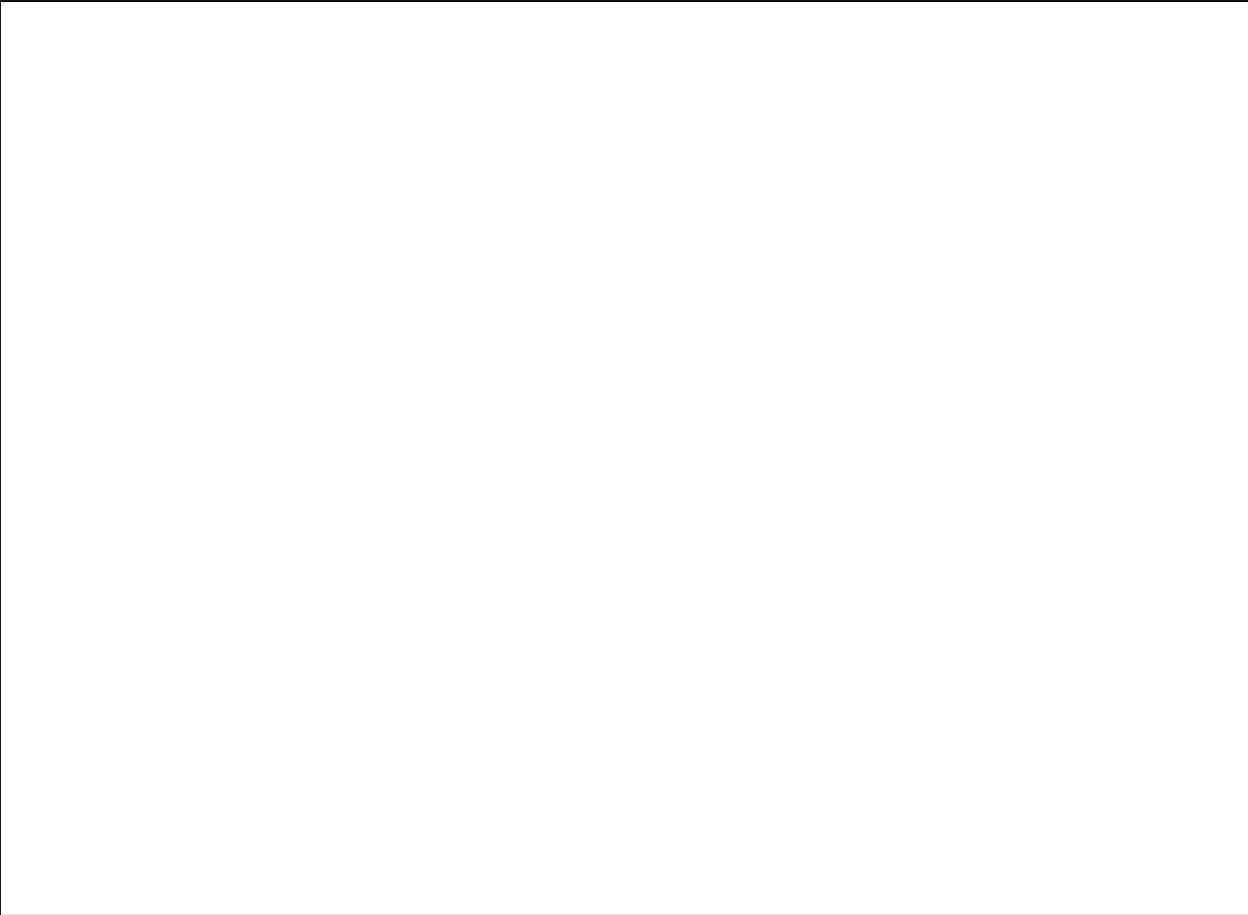
Process Description	Responsibility (Company/Centralized)
Step 1 Navigation: Go, Compensate Employees, Maintain Payroll Data U.S., Use General Deduction Data, Update/Display.	Company
Step 2 Enter Employee ID, SS#, or use name search to select employee from list.	Company
Step 3 To add a Deduction, if necessary insert a row, enter Deduction Code or select from drop down list, Effective Date, which should be the first day of the pay period in which the Deduction should be taken or Hire Date whichever is later, and Deduction Calculation Routine. Enter appropriate fields required based on the routine selected. Deduction End Date and Goal Amount may be completed if desired. Certain Parking and Credit Union deductions require an Account Identifier number. If this number is not required for the deduction you are setting up the Account Identifier field will be grayed out. If this number is required it will appear as an enterable field. Save.	Company
Step 4 To stop a deduction, scroll to correct Deduction Code on the outer scroll bar, insert a row on the inner scroll bar, insert the appropriate Effective Date and Deduction End Date (Note: the Effective Date must be earlier than or equal to the Deduction End Date). Deductions will not be pro-rated by the system. To take a deduction in the current period, enter a Deduction End Date equal to the first day of the next pay period and Save. For example, if you want to stop the deduction after the 7/15/99 paycheck for a semi-monthly employee you would enter an end date of 7/16/99, the full deduction would occur on the 7/15/99 paycheck.	Company
Step 5 To change data on a Deduction, scroll on outer scrollbar to correct Deduction Code, and insert an effective dated row on the inner scroll bar with the correct information and Save.	Company
Step 6 Use of the Correction action on effective dates during the hire process requires manual correction to many date fields on Personal and Job Data by the Human Resources area. If you experience any problems in setting up an employee's General Deductions, verify that the Effective Date and Benefit Program on the Benefit Program Participation panel is correct. Navigation: Go, Administer Workforce, Administer Workforce U.S., Use, Job Data, Benefit Participation Program.	Company

Forms Used with Process (#)

**Attach sample form(s)

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

Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested