Double Deductions for Benefits

Overview
This instructional guide identifies the steps for creating a one-time double deduction for health and life insurance benefits. Double deductions can only be used for biweekly employees who:

- Terminate in the first biweekly period to pay in the month (employee will only be paid on the first biweekly payroll)

Definitions
The following are definitions relevant to this instructional guide:

- Double Deduction – Taking a deduction that is double the amount normally deducted on the payroll.

Process Steps
Listed below are the steps to create the double deductions for health and/or life insurance:

Step 1: Select the My Team tile on the manager landing page.

Step 2: Search for and select the employee on the My Team page, then select the Pay Info menu and select Payroll Deductions.

Step 3: Create the deduction.

- Select the New button to create a new record.
- Select the radio button for frequency; One Time is the frequency to select for double deduction for benefits.
- Select the Effective Date; system defaults to the Effective Date for the next pay period pay period the Employee will be paid.
- Select the End Date; system defaults to the End Date for the next pay period pay period the Employee will be paid.
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- Select either 3109 – State Health Multiple or 3119 – State Life Multiple in the deduction field.
- Skip the Amount field (leave blank).
- Select 2.00 in the Multiple field.
- Select the Save button to create the record.