

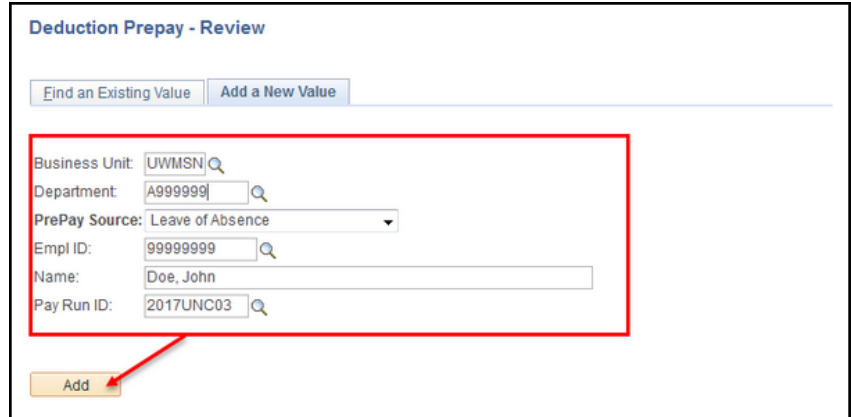
# Adding and Changing Deduction Prepays

This tipsheet provides information on how to set up, change, and cancel Deduction Prepays in the HRS system.

## Setting Up Deduction Prepays

1. Navigation Path: **Benefits** → **Manage Automated Enrollment** → **Events** → **Deductions Prepay** → **Ded Prepay Review Page**

2. Click on **Add a New Value** and then enter: **Business Unit**, **Department**, **PrePay Source (Leave of Absence or Short Work Break)**, **Employee ID**, and **Payrun ID**.



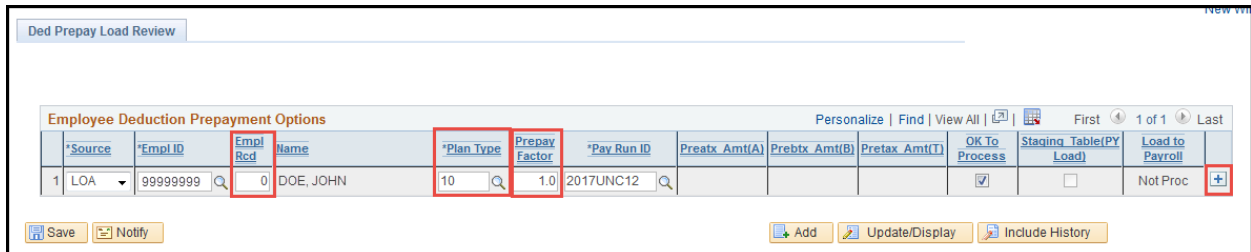
3. Verify Deduction Prepays are set to the correct **Empl\_Rcd** if the employee has more than one active job.

4. Using the magnifying glass icon, choose the **Plan Type** you want to set up Deduction Prepays for. (For a list of Plan Types, please see KB [48687](#))

5. Enter the number of deductions you would like to take on that payroll *in addition to* the employee's normal biweekly payroll deduction. For example, a **Prepay Factor** of .50 will take one extra biweekly deduction (normal deduction plus one additional biweekly deduction). A **Prepay Factor** of 1.0 will take a total of 3 biweekly deductions (normal deduction plus two additional biweekly deductions).

6. To enter deductions for additional **Plan Types**, use the **+** sign to add another row.

7. When all deductions have been entered, click the **Save** button.



*Source	*Empl ID	Empl Rcd	Name	*Plan Type	Prepay Factor	*Pay Run ID	Pretax Amt(A)	Pretax Amt(B)	Pretax Amt(T)	OK To Process	Staging Table(PY Load)	Load to Payroll
1	LOA	99999999	DOE, JOHN	10	1.0	2017UNC12				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Proc

## Stopping Deduction Prepays

1. Navigation Path: **Benefits** → **Manage Automated Enrollment** → **Events** → **Deductions Prepay** → **Ded Prepay Review Page**
2. Enter the **Empl ID** of the employee and the **PayRun ID** of the Deduction Prepay you want to stop. Then click the **Search** button.

### Deduction Prepay - Review

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Business Unit begins with

Department begins with

PrePay Source =

Empl ID begins with

Name begins with

Pay Run ID begins with

Include History
  Correct History
  Case Sensitive

3. If you wish to stop a single deduction from taking, change the **Prepay Factor** to 0.0. You can change the **Prepay Factor** up until it's loaded to payroll. If you want ALL Deduction Prepays for that **PayRun ID** to be stopped completely, uncheck the **OK to Process** checkbox.

**WARNING!** The **OK to Process** checkbox is an “all or nothing” feature. Unchecking this box will stop ALL deductions from taking on ALL **Plan Types**.

4. When you have completed your changes, click the **Save** button.

Ded Prepay Load Review

Employee Deduction Prepayment Options

Personalize | Find | View All | First 1 of 1 Last

*Source	*Empl ID	Empl Recd	Name	*Plan Type	Prepay Factor	*Pay Run ID	Pretax Amt(A)	Prebtx Amt(B)	Pretax Amt(T)	OK To Process	Staging Table(PY Load)	Load to Payroll
1	LOA	99999999	DOE, JOHN	10	0.0	2017UNC12				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Proc