

## 9.2 Adjusting Arrears Balances

**Purpose:** Use this document as a reference to identify the deduction arrears for which you're adjusting balances.

**Audience:** Payroll Specialists.

 You must have at least one of these local college managed security roles:

- ZC Payroll Data Maintenance
- ZD\_PY\_REVIEW\_PAY\_BALANCE
- ZZ Payroll Data Maintenance
- ZZ Payroll Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

### Adjusting Arrears Balances

**Navigation:** NavBar > Navigator > Payroll for North America > Periodic Payroll Events USA > Balance Adjustments > Arrears

1. The **Arrears** search page displays.
2. Enter the desired information into the **Empl ID** field.
3. Select the **Search** button.

**Arrears**

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

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID

Empl Record

Name

Last Name

Business Unit

Department

Organizational Relationship

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

4. The **Arrears** page displays.
5. The **Adjust Arrears Balance 1** page enables a user to identify the deduction arrears for which balances are being adjusted.
6. Specify the **Company** code for the employee - Enter the desired information into the **Company** field.
7. Select the employee's **Plan Type** list.
8. Select the **General Deduction** list item.
9. Select in the **Deduction Code** field.
10. Enter the employee's **Deduction Code** or select the lookup button to search for valid codes. This data defines the type of deduction to be taken. Enter the desired information into the **Deduction Code** field.
11. Select the **Deduction Class** field.
12. The **Deduction Class** specifies if deductions are taken before or after taxes - Enter the desired information into the **Deduction Class** field.
13. When a user saves the data, the system automatically redirects a user to the next page for update entries.
14. Select the **Save** button.

Adjust Arrears Balance1

Adjust Arrears Balance2

Jane McCarville

Person ID 101000000

Ben Record 170

Balance Information

\*Company

Q

\*Plan Type

▼

Benefit Plan

Q

\*Deduction Code

Q

\*Deduction Class

Q

Reason for Adjustment

Save

Return to Search

Previous in List

Next in List

Notify

Adjust Arrears Balance1 | [Adjust Arrears Balance2](#)

15. Select the **Adjust Arrears Balance2** tab.
16. The **Adjust Arrears Balance 2** page enables a user to change the employee's arrears balances. After a user saves, the **Adjust Arrears Balance 2** page appears. A user must first save the entries on the **Adjust Arrears Balance 1** page before making entries on this page.
17. Enter the desired information into the **Adjustment** field.
18. Select the **Save** button.

Adjust Arrears Balance1
Adjust Arrears Balance2

Jane McCarville
Person ID 101000000
Ben Record 170

### Balance Adjustment

Company	220	Taoma Community College
Plan Type	Medical	
Benefit Plan	C	Kaiser Wa Classic
Deduction Code	000040	Uniform Classic
Deduction Class	Before-Tax	

### Arrears

Adjustment	\$0.00
Balance	\$0.00

☐ Suspend Adjustment

Save
Return to Search
Previous in List
Next in List
Notify

Adjust Arrears Balance1 | Adjust Arrears Balance2

19. The process to adjust arrears balances is now complete.
20. End of procedure.