

## 9.2 Processing Sick Leave Payout to VEBA

**Purpose:** Use this document as a reference for processing a sick leave payout to VEBA in ctcLink.

**Audience:** Payroll Administrator.

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

- ZC Payroll Data Maintenance
- ZZ Payroll Data Maintenance
- ZZ Payroll Processing
- ZZ SS Payroll

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

**i** To process the sick leave payout to VEBA, several entries need to be made in ctcLink including:

1. Adding the **VEBA ACCOUNT** deduction code to the employee's General Deductions.
2. Adding the **Cash-Out** earnings code to the employee's Payline once Paysheets have been created.
3. Adding the **General Deduction** Code to the employee's Payline once Paysheets have been created.

### Process Sick Leave Payout to VEBA

#### Part 1 - Add the VEBA Account deduction code to the employee's record

**Navigation:** NavBar > Navigator > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions

1. The **Create General Deductions** search page displays.
2. Enter the appropriate employee in the **Empl ID** field.

3. Select the **Search** button.

Create General Deductions

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

begins with ▼

Company

begins with ▼

Q

Name

begins with ▼

Last Name

begins with ▼

Second Last Name

begins with ▼

Alternate Character Name

begins with ▼

☐ Include History


☐ Correct History

☐ Case Sensitive

Search

Clear

Basic Search

 Save Search Criteria

4. The **Create General Deductions** page displays.
5. Verify that the deduction code is not already added to the employee's record by selecting **View All** in the **General Deductions** section.
6. If the deduction is not listed, select the **Add a Row(+)** button to add the deduction code.

General Deduction

Q

|

◀

◀

1 of 9 ▼

▶

▶

View All

\*Deduction Code

000034

Q

HERP Supplemental Funding

+

-

Deduction Details

Q

|

◀

◀

1 of 1 ▼


▶

▶

View All

\*Effective Date

08/01/2015



☒ Take on all Paygroups

+


-

\*Calculation Routine

Default to Deduction Table ▼

☐ Ded stopped by Self Serv User

Deduction End Date



Deduction Rate or %

Loan Interest %

Flat/Addl Amount

Goal Amount

Current Goal Balance

This data was last updated by

Online User

Data last updated on

08/22/2015

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Correct History

1. A new row is added.

2. In the **General Deduction** section, select the **Deduction Code** lookup icon and select **VEBA ACCOUNT**.
3. In the **Deduction Details** section, enter the appropriate date in the **Effective Date** field (enter the first day of the pay period to process the cash out).
4. Select the **Save** button.
5. Part 1 is now complete.

**Create General Deductions**

Person ID 101005719

Company 220 Tacoma Community College

**General Deduction** 2 of 10 View All

\*Deduction Code 000397 VEBA Account

**Deduction Details** 1 of 1 View All

\*Effective Date 11/20/2018

\*Calculation Routine Default to Deduction Table

Deduction End Date

Loan Interest %

Goal Amount

Take on all Paygroups

Ded stopped by Self Serv User

Deduction Rate or %

Flat/Addl Amount

Current Goal Balance

This data was last updated by Data last updated on

**Save** Return to Search Notify Refresh Update/Display Include History Correct History

## Part 2: Add a pay record to the Payline

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

- <there are no college-assignable roles>

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

Perform this process AFTER Paysheets have been built, and Pre-Calculation has been run.

**Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Update Paysheets > By Payline**

1. The **By Payline** search page displays.
2. Select the **Company** lookup icon and select the appropriate company. If the company is known, enter the information.
3. Enter the appropriate date in the **Pay Period End Date** field.

4. Enter the employee's ID in the **Empl ID** field.
5. Select the **Search** button.

**By Payline**

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

[Find an Existing Value](#)

**Search Criteria**

Company begins with

Pay Group begins with

Pay Period End Date =

Off Cycle ? ☐

Page Nbr =

Line Nbr =

Empl ID begins with

Job Pay Data Change =

Partial Pay Period ☐

Name begins with

☐ Case Sensitive

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

6. The **By Payline** page displays.
7. In the **Payline** tab, select the **Add a Row (+)** button.
8. Select the **OK to Pay** checkbox.
9. Enter the appropriate dates in the **Earnings Begin** and **Earnings End** fields.
10. In the **Other Earnings** section select the **Code** lookup icon and select the appropriate sick leave payout code.
11. Select the **Seq Nbr** lookup icon and select the appropriate sequence code (if needed).
12. Enter the hours to be cashed out in the **Hours** field.
13. Select the **Save** button.
14. Part 2 is now complete.

**Payline** | One-Time Deductions | One-Time Garnishments | One-Time Taxes

Company 220 Pay Group E22 Pay Period End Date 02/28/2018 Page 41  
 Empl ID 101005719 Line 3  
 Empl Record 0 Benefit Record 220 Manual Check  
 Check Number Check Date Total Gross Net Pay  
 Transaction Message No Message

**Payline Details** 1 of 2 [View All](#)

☒ OK to Pay ☐ Gross-Up ☒ Job Pay ☐ Override Hourly Rate ☐ No Direct Deposit ☐ TL Records **+** **-**

Reg Hours OT Hours Hourly Rate 5.790000 Reg Salary 0.01  
 Reg Rate Code OT Rate Code  
 Shift Not Applicable State WA Locality  
 Earnings Begin 02/16/2018 Earnings End 02/28/2018 [Additional Data](#)

**Other Earnings** 1-1 of 1 [View All](#)

| *Code | Seq Nbr | Rate Code | Hours  | Rate | Amount | Source |
|-------|---------|-----------|--------|------|--------|--------|
| LPV   | 1       |           | 285.01 |      |        |        |

**Save** | Return to Search | Notify | Refresh

[Payline](#) | [One-Time Deductions](#) | [One-Time Garnishments](#) | [One-Time Taxes](#)

## Part 3: Add a One-Time Deduction to the Payline

1. From the **By Payline** page in the previous section, select the **One-Time Deductions** tab.
2. The **One-Time Deductions** tab displays.
3. If there is a one-time deduction already populated, select the **Add a Row (+)** button in the **Payline Details** section.
4. Select the **OK to Pay** checkbox.
5. Select the **Plan Type** drop-down menu and select **General Deduction**.
6. Select the **Deduction Code** lookup icon and select the appropriate **VEBA ACCOUNT** deduction code.
7. Select the **Deduction Class** lookup icon and select **B** (Before-Tax).
8. Enter the dollar amount in the **Flat/Addl Amount** field to be applied to the VEBA ACCOUNT.
9. Select the **One-Time Code** drop-down menu and select **Override**.
10. Select the **Save** button.
11. Part 3 is now complete.

Payline
One-Time Deductions
One-Time Garnishments
One-Time Taxes

Empl ID

Payline Details
1 of 1
View All

Company
Pay Group
Pay Period End Date 04/15/2021
Off Cycle
Manual Check
Page 1
Line 1
Empl Record 0
Benefit Record
Transaction Message No Message

Deductions
1 of 1
View All

☒ OK to Pay
Benefit Deductions Taken Deduction
Benefit Deduction Subset ID
General Deductions Taken Deduction
General Deduction Subset ID

One-Time Deduction Data Override
1 of 1
View All

\*Plan Type General Deduction
Benefit Plan
\*Deduction Code 000397
Deduction Class B Before-Tax
\*Sales Tax B None
\*One Time Code Override
Flat/Addl Amount
Rate/Percent
\*Calculation Routine Flat Amount

Save
Return to Search
Previous in List
Next in List
Notify
Refresh

Payline | One-Time Deductions | One-Time Garnishments | One-Time Taxes

12. The process for sick leave payout to VEBA is now complete.
13. End of procedure.