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.

- 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.

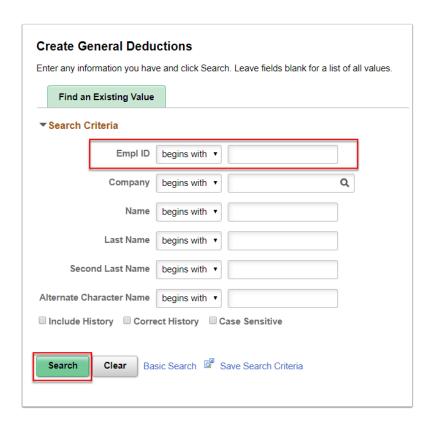
Process Sick Leave Payout to VEBA

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

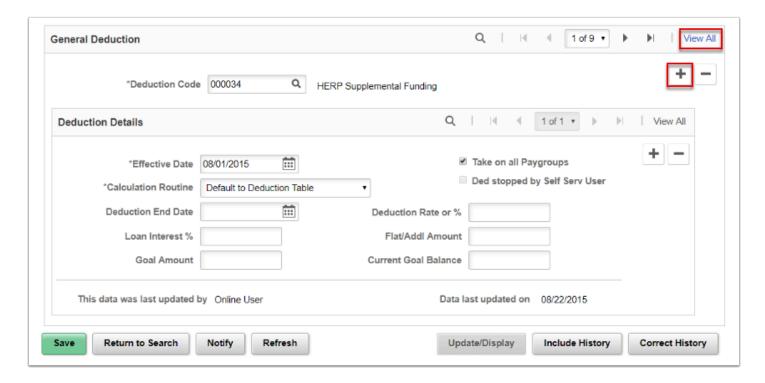
Navigation: NavBar > Navigator > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions

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

3. Select the **Search** button.

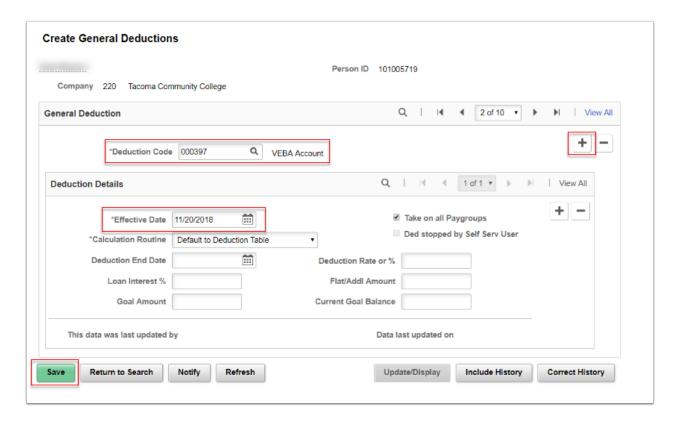


- 4. The **Create General Deductions** page displays.
- 5. Verify that the deduction code is not already added to the employee's record by selecting **View All** in the **General Deductions** section.
- 6. If the deduction is not listed, select the **Add a Row(+)** button to add the deduction code.



1. A new row is added.

- 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.



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>

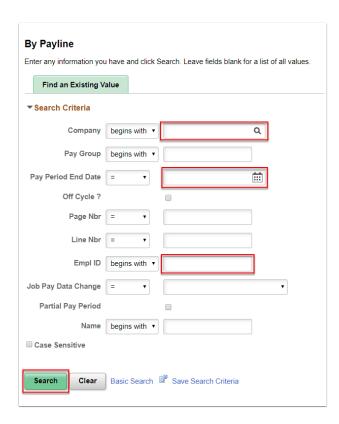
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

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

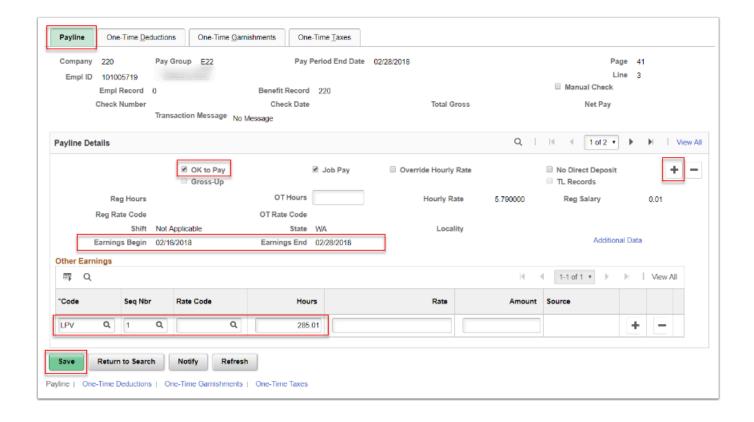
Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Update Paysheets > By Payline

- 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.

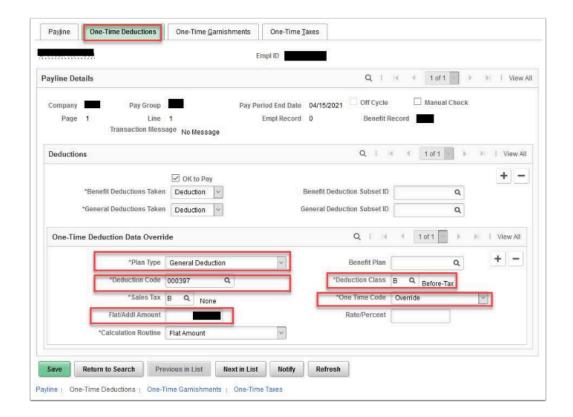


- 6. The **By Payline** page displays.
- 7. In the **Payline** tab, select the **Add a Row (+)** button.
- 8. Select the **OK to Pay** checkbox.
- 9. Enter the appropriate dates in the Earnings Begin and Earnings End fields.
- 10. In the **Other Earnings** section select the **Code** lookup icon and 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.



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.
- 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**.
- 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.



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