9.2 Adjusting Deduction Balances

Purpose: Use this document as a reference to identify and adjust employee deduction balances in ctcLink.

Audience: Payroll Specialists.

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

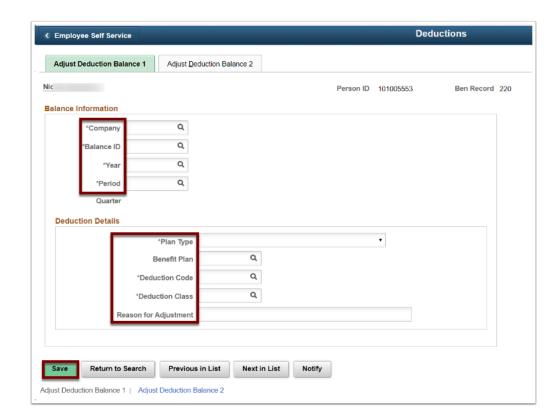- ZC Payroll Data Maintenance
- ZZ Payroll Data Maintenance

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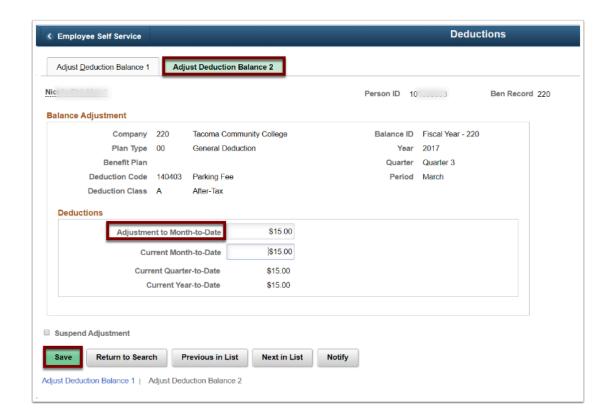
Adjusting Deduction Balances

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

1. The **Deductions** search page displays.
2. Enter the desired information into the **Empl ID** field.
3. Select the **Search** button.
4. The **Deductions** page displays.
5. The **Adjust Deduction Balance 1** tab enables a user to identify the deduction for which a user is adjusting balances.
6. Enter the **Company** code for this employee.
7. Select the **Balance ID** field.
8. Use the **Balance ID** field to define the type of balance being adjusted, such as calendar year, fiscal year, and so forth - Enter the desired information into the **Balance ID** field.
9. Select the **Year** field.
10. Use the **Year** field to enter the fiscal year for the adjustment - Enter the desired information into the **Year** field.
11. Select in the **Period** field.
12. Use the **Period** field to define the period within the **Balance ID** that is to be adjusted. For example, if the calendar year and the fiscal year span different time periods, September would be period 9 for the calendar year and could be period 1 for the fiscal year - Enter the desired information into the **Period** field.
13. Use the **Plan Type** list to specify the plan type for the deduction to be adjusted.
14. Select the **Plan Type** list.

15. Select the vertical scroll bar. Select the **Vacation** list item.
16. Select in the **Benefit Plan** field.
17. Enter the desired information into the **Benefit Plan** field.
18. Select the **Deduction Code** field.
19. Enter the desired information into the **Deduction Code** field.
20. Select in the **Deduction Class** field.
21. Use the **Deduction Class** field to indicate whether the deduction will be taxable or non taxable.
22. Enter the desired information in the **Deduction Class** field.
23. Select the **Reason for Adjustment** field.
24. Enter the desired information into the **Reason for Adjustment** field.
25. Select the **Save** button.

26. When a user saves the **Adjust Deduction Balance 1** page, the system automatically redirects a user to the **Adjust Deduction Balance 2** page.
27. Use the **Adjust Deduction Balance 2** page to change the employee's deduction balances.
28. Enter the desired information into the **Adjustment to Month-to-Date** field
29. Select the **Save** button.

30. End of procedure.