

9.2 Adjusting Deduction Balances

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

Audience: Payroll Specialists.

! You 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.

The screenshot displays the 'Adjust Deduction Balance 1' page within the 'Employee Self Service' interface. The page title is 'Deductions'. Below the title, there are two tabs: 'Adjust Deduction Balance 1' (active) and 'Adjust Deduction Balance 2'. The page shows a user's profile information: 'Nic', 'Person ID 101005553', and 'Ben Record 220'. The 'Balance Information' section includes fields for '*Company', '*Balance ID', '*Year', '*Period', and 'Quarter'. The 'Deduction Details' section includes a dropdown for '*Plan Type', a text field for 'Benefit Plan', text fields for '*Deduction Code' and '*Deduction Class', and a text field for 'Reason for Adjustment'. The 'Save' button is highlighted in green. At the bottom, there are navigation buttons: 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. The footer shows the page number 'Adjust Deduction Balance 1 | Adjust Deduction Balance 2'.

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.

Employee Self Service
Deductions

Adjust Deduction Balance 1
Adjust Deduction Balance 2

Nicola
Person ID 100000003
Ben Record 220

Balance Adjustment

| | | | | |
|-----------------|--------|--------------------------|------------|-------------------|
| Company | 220 | Tacoma Community College | Balance ID | Fiscal Year - 220 |
| Plan Type | 00 | General Deduction | Year | 2017 |
| Benefit Plan | | | Quarter | Quarter 3 |
| Deduction Code | 140403 | Parking Fee | Period | March |
| Deduction Class | A | After-Tax | | |

Deductions

| | |
|-----------------------------|---------|
| Adjustment to Month-to-Date | \$15.00 |
| Current Month-to-Date | \$15.00 |
| Current Quarter-to-Date | \$15.00 |
| Current Year-to-Date | \$15.00 |

☐ Suspend Adjustment

Save
Return to Search
Previous in List
Next in List
Notify

Adjust Deduction Balance 1 | Adjust Deduction Balance 2

30. End of procedure.