## 9.2 Creating PFML (Paid Family & Medical Leave) General Deductions

**Purpose:** Use this document as a reference to create PFML (Paid Family & Medical Leave) general deductions 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

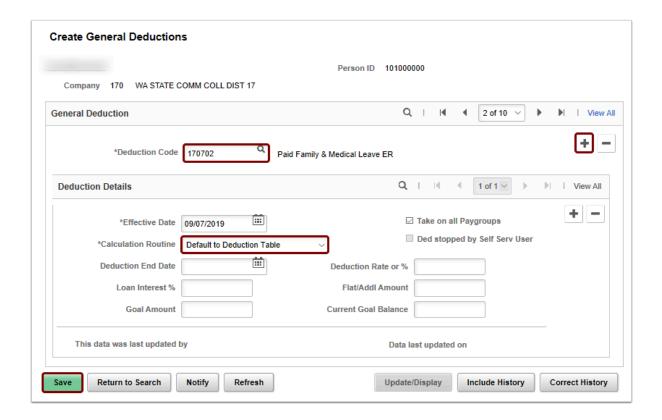
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

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 **Empl ID.**
- 3. Select the **Search** button.



- 4. The **Create General Deductions** page displays.
- 5. If there are existing deductions, select the **Add a Row [+]**.
- 6. Select the **Deduction Code lookup icon** and select the appropriate deduction.
  - XXX702 PFML ER
  - XXX703 PML EE
  - XXX704 **PFL EE**
- 7. For these deductions, **Default to Deduction table** should be selected in the **Calculation Routine** field.
- 8. Select the Save button.



- 9. The process to create PFML general deductions is now complete.
- 10. End of procedure.