


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.

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 ▼

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. 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.

