

EFFECTIVE BEGINNING 6/21

To override dental deduction amounts

First, you will go to Make Employee Changes and click on the name of the employee.

Employee Listing

Found (2) employee matches

scooby

Previous 1 Next

Actions

Batch Actions

Batch Edit	Employee	Status	Hire/Rehire Date	Payroll Profile	Home Department	Employee Type	Entity	Position	Pay Class	Terminal	Schedule Group	Badge Number	Employee Self-Service Login
<input type="checkbox"/>	DOO AGAIN, SCOOPY (A03V)	A	02/26/2019	0RJZ2	CHU	Non-Employee [NONEMP]	500 Archdiocese of Denver [500]	AoD [AoD]	HRL	WTK		41475	0RJ19A03V
<input type="checkbox"/>	DOO, SCOOPY (ZZZZ)	A	11/13/2018	0RJZ2	YO1	Extern Clergy [EXCL]	CEM Cemetary [CEM]	4025 Administration - School [SchAdm]	HRL	TCK	1 - School	9999	0RJ19ZZZZ

Then you will click on form 2 of their profile.

Employee Menu

- 1 Demographics, Pay Rates and Taxes
- 2 Scheduled Earnings and Deductions

For the dental deduction code, click on the override button. This will allow you to edit the dollar amount. Once you have updated the amount accordingly you can click on update.

Scheduled Deductions

Code	Description	Amount(\$)	Percent(%)	Set Limit ?	Match Policy ?
ADV	Advance Repayment	<input type="text" value="25.00"/>		<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="text" value="680.00"/>	
BLD	Building Donation	<input type="text" value="10.00"/>		<input checked="" type="radio"/> No <input type="radio"/> Yes <input type="text" value="0.00"/>	
DTG	Dental Gold	<input type="text" value="8.77"/> Override		<input checked="" type="radio"/> No <input type="radio"/> Yes <input type="text" value="0.00"/>	

If you have multiple employees to change the amount for, you can make the change to them all at once.

From the make employee changes screen check the box next to each person's name that you need to change to the SAME amount for the SAME dental plan.

Then click on batch actions > batch edit menu.

Employee Listing

Found (2) employee matches

scooby 2 records selected

Previous 1 Next

Actions

Batch Actions

Batch Edit Menu

Batch Edit	Employee	Status	Hire/Rehire Date	Payroll Profile	Home Department	Employee Type	Entity	Position	Pay Class	Terminal	Schedule Group	Bad Number	Effective Dating Service Login
<input checked="" type="checkbox"/>	DOO AGAIN, SCOOPY (A03V)	A	02/26/2019	0RJ22	CHU	Non-Employee [NONEMP]	500 Archdiocese of Denver [500]	AoD [AoD]	HRL	WTK		41475	0RJ19A03V
<input checked="" type="checkbox"/>	DOO, SCOOPY (ZZZZ)	A	11/13/2018	0RJ22	Y01	Extern Clergy [EXCL]	CEM Cemetary [CEM]	4025 Administration - School [SchAdm]	HRL	TCK	1 - School	9999	0RJ19ZZZZ

Showing 1 to 2 of 2 entries

Previous 1 Next

Go to Page

Find the Dental deduction you are looking for from the first dropdown and click on edit.

Home > Make Employee Changes > Batch Edit Menu

Batch Edit Menu

Deduction

[DTG] Dental Gold

Edit

Then just enter the amount and click on apply, and then click update. This will change the amount on each employee's profile that you have selected.

Home > Make Employee Changes > Batch Edit - Deduction

Batch Edit - Deduction

Deduction [DTG] Dental Gold

Deduction Amount Apply

Set Annual Deduction Limit No Yes Apply

Match Policy Override

If Deduction is Not Registered

Start Date Apply (This deduction will be included on checks paid on or after this date)

Stop Date Apply (This deduction will be included on checks paid before this date)

Hide Scheduled Deduction on Form 2/ESS (Only applies to deductions with zero amounts)

Unhide Scheduled Deduction on Form 2/ESS (Only applies to deductions with zero amounts)

Cancel