

SCREEN 421 - Payroll Deduction Maintenance Table

This table defines payroll deduction types and is used to obtain the name, vendor id number, and mail code for a particular deduction.

After receiving the screen 421 there are four options available:

1. Return to the B/P/P Table Maintenance Menu
2. Inquire about a particular payroll deduction
3. Delete a particular payroll deduction
4. Modify a particular payroll deduction

These options are described below:

1. RETURN

To Return to the B/P/P Table Maintenance Menu:

- Type an E or 400 in the **FUNCTION** field and press the **ENTER** key or use the **PF3** function key or the **PF4** to return to the B/P/P Main Menu.

2. INQUIRE

To inquire about a particular payroll deduction:

- **FUNCTION** field should be blank.
- **TAB** to the **DEDUCTION TYPE** field, enter a valid type, and press the **ENTER** key. All available information for the deduction type entered will be displayed.

In the event errors are encountered by the system, the problem fields will be highlighted and the appropriate error messages displayed.

3. DELETE

Before deleting a deduction type from the database, the user should first **INQUIRE** on it, as described above.

To delete a particular deduction type from the database:

- The **DEDUCTION TYPE** will still be displayed from the previous **INQUIRY**.
- Enter a **D** in the **FUNCTION** field and press the **ENTER** key. The database will be updated and the following message will be displayed: **DEDUCTION TYPE DELETED FROM DATABASE**.
- The word **DELETED** will also be displayed in the **ACTION PERFORMED** field.

4. MODIFY

Before adding a new deduction type to the database or deleting an existing deduction type, the user should first **INQUIRE** on it, as described above.

To **ADD** a new deduction type to the database:

- Type **M** in the **FUNCTION** field.
- Type the new deduction type in the **DEDUCTION TYPE** field, **TAB** to the **DEDUCTION** field and type in the deduction type name, **TAB** to the **VENDOR ID NO** field and type in a valid numeric vendor identification number, **TAB** to the **MAIL CODE** field and type in a valid numeric mail code, **TAB** to the **EMPLOYEE DEDUCT** field and type in a valid value, type in a valid value in the **COVERED WAGE** field, type in a valid value in the **EMPLOYER PAYMENT** field, type in a valid value in the **CARRIER** field, and type in a valid value in the **LIMIT** field.
- Once all the desired information has been entered, press the **ENTER** key. The data will be edited, and if no errors are encountered by the system, the database will be updated and the following message will be displayed: **TABLE DATABASE UPDATED**. The word **ADDED** will also be displayed in the **ACTION PERFORMED** field.
- In the event errors are detected, the problem fields will be highlighted and the appropriate error message displayed.

If a deduction type is being **CHANGED**:

- Type **M** in the **FUNCTION** field.
- Type the deduction type to be modified in the **DEDUCTION TYPE** field, **TAB** to the field(s) requiring modification, make the desired changes, and press the **ENTER** key. The data will be edited, and if no errors are encountered by the system, the database will be updated and the following message will be displayed: **TABLE DATABASE UPDATED**. The word **CHANGED** will also be displayed in the **ACTION PERFORMED** field.

In the event errors are detected, the problem fields will be highlighted and the appropriate error message displayed.

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421 TAMUS B/P/P System - Payroll Deduction Maintenance          11/28/11  13:32
                                                                P BPP0040  R117

Screen: A1           Function: A2  (Blank=Inquire, D=Delete, M=Modify, E=End)

Deduction Type B1

      Deduction           Vendor Id No      Mail      Action
      B2                B3  B4          Code    Performed
                               B5          B6

Employee      Covered      Employer
Deduct        Wage         Payment      Carrier      Limit
C1          C2          C3          C4          C5

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help           Exit  Main

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Field Name		Description
A1	Screen	See System Overview
A2	Function	Blank Inquire D Delete M Modify E End
B1	Deduction Type	Must not be numeric or spaces (press F1 on this field for a list of possible values)
B2	Deduction	Deduction Description
B3	Vendor ID Category	Numeric
B4	Vendor ID Number	Numeric
B5	Mail Code	Numeric
B6	Action Performed	Added Changed Deleted
C1	Employee Deduct	Y Must have, Required N Not Allowed S System Generated O Obsolete, Not Allowed
C2	Covered Wage	Y Must have, Required N Not Allowed S System Generated O Obsolete, Not Allowed
C3	Employer Payment	Y Must have, Required N Not Allowed S System Generated O Obsolete, Not Allowed
C4	Carrier	Y Must have, Required N Not Allowed S System Generated O Obsolete, Not Allowed
C5	Limit	The maximum limit for the number of times a deduction can be entered. Numeric. Greater than zero.