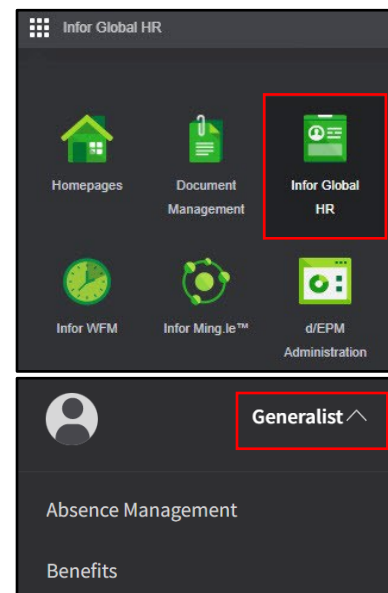# Add, Update, Remove Deductions

**Luma Role:** Generalist, Administrator

**Reason:** A generalist or administrator needs to add, update, or remove deductions.
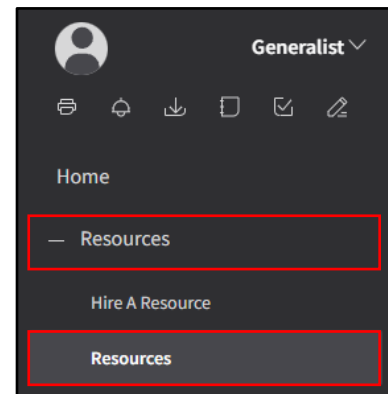
**1.** From the available application menu, select the **Infor Global HR** application.

Ensure **Generalist** is selected in the role switcher.

**Note**: This guide was developed using the *Generalist* role. An *Administrator* may also be used to complete this process.

**2.** Select **Resources** from the menu. Then select **Resources**.

**3.** On the **Resource Search** page, enter the desired search criteria. Then, click the **Search** button.



**4.** Next, double-click the desired employee.



**5.** On the employee's **Profile** page, select the **Deductions** tab.



**6.** Click the **Ellipsis** (**…**) icon in the **Employee Deductions** section. Then select **Create** from the menu.

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**7.** On the employee's **Deduction** form, complete the fields listed below. Reference DHR/Agency policy regarding required* and optional fields.
- Deduction Code*
- Begin*
- Amount or Percent*

**Note**: Fields will auto-populate based on the master deduction configurations.



**8.** Click the **Save** icon.



**9.** To update an employee deduction, select the deduction you wish to change in the **Employee Deductions** section. Next, click the **Ellipsis (…)** icon. Then select **Update** from the menu.



**10.** On the employee's **Deduction** page, update any necessary fields listed below. Reference DHR/Agency policy regarding required* and optional fields.
- End
- Amount
- Percent

**Note**: An entry is required in either the *Amount* or *Percent* field.
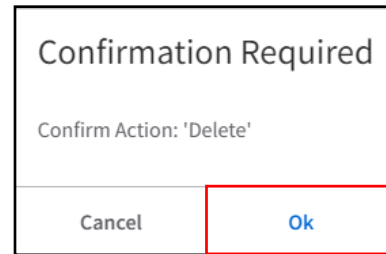


**11.** Click the **Save** icon.



**12.** To delete an existing employee deduction, select the deduction you wish to remove in the **Employee Deductions** section. Next, click the **Ellipsis (…)** icon. Then select **Delete** from the menu.



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**13.** On the **Confirmation Required** pop-up, click the **Ok** button.



## Result

You have successfully added, updated, or removed deductions in Luma.

Date (04/20/23)

Version 1