

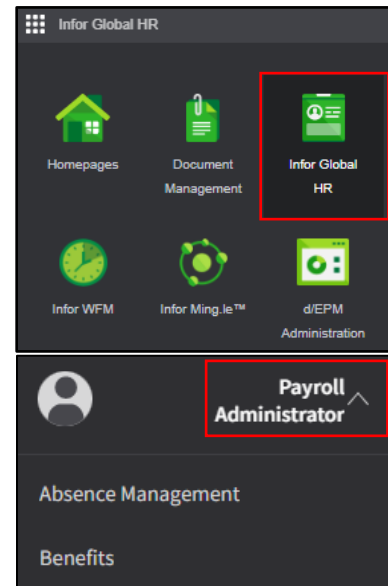


Set Up an Employee Voluntary Deduction

Luma Role: Agency Payroll Administrator

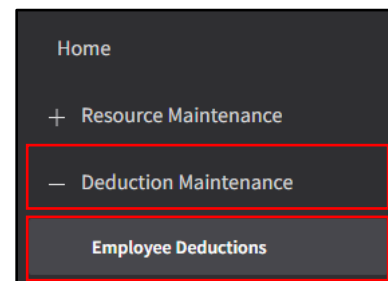
Reason: A payroll administrator needs to set up an employee's voluntary deduction.

1. From the available application, menu, select the **Infor Global HR** application.

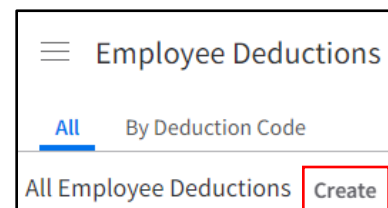


Ensure **Payroll Administrator** is selected in the role switcher.

2. Select **Deduction Maintenance** from the menu. Then select **Employee Deductions**.



3. On the **Employee Deductions** page, click the **Create** button.



4. On the **Deduction** page, enter the **Employment ID*** or select an employee. Then select a **Deduction Code***.

The screenshot shows a form titled "Employee's Deduction". It contains two input fields: "Employment ID*" and "Deduction Code*", both with search icons (magnifying glass) on the right side.

Note: Voluntary retirement deductions need to be set up by the employee in Benefits.

5. On the **Deduction** page, complete the fields listed below. Reference DSP Agency policy regarding required* and optional fields.

- Begin*
- End
- Amount
- Percent
- Balance Type
- Balance Amount
- Priority
- Arrears
- Monthly Limit
- Payment Limit

The screenshot shows a detailed configuration form for a deduction. It includes the following fields:

- Begin*** and **End**: Date pickers.
- Amount**: Text input field with "USD" label.
- Percent**: Text input field.
- Balance Type**: Dropdown menu.
- Balance Amount**: Text input field.
- Priority**: Text input field.
- Arrears**: Dropdown menu.
- Monthly Limit**: Text input field.
- Payment Limit**: Text input field.

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

6. Scroll down and complete the fields listed below:

- Tax Provider Formula Number
- Cycle 1 – 1st Pay Date in a Month
- Cycle 2 – 2nd Pay Date in a Month
- Cycle 3 – 3rd Pay Date in a Month
- Cycle 4 – Includes Cycles 2 and 3, used when there are two pay dates in a month
- Cycle 5 – Expense Reimbursement Payroll
- Cycle 6 – Judicial
- Cycle 7 – Off-Cycle
- Cycle 8 – SCO Only
- Cycle 9 – SCO Only

The screenshot shows a form titled "Tax Provider Formula Number". It features a text input field at the top and a grid of nine dropdown menus labeled "Cycle 1" through "Cycle 9".

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

7. Click the **Save** or **Save and New** icon.



Result

You have successfully set up an employee's voluntary deduction in Luma.

Date (4/25/2023)

Version 1