Changing an Employee's General Deductions

1.	Click the **Compensate Employees** link. ⊕ Compensate Employees
2.	Click the **Maintain Payroll Data (USF)** link. ⊕ Maintain Payroll Data (USF)
3.	Click the **Use** link. ⊕ Use
4.	Click the **General Deduction Data** link. General Deduction Data
5.	Click the **Search By** list. ▾
6.	Select the desired entry. Click **Name**. Name
7.	Enter the desired information into the **Name** field. Enter a valid value, e.g. "**Winter**".
8.	Click the **Search** button. Search
9.	Select the desired entry. Click **WINTER,FRED**. WINTER,FRED
10.	Place the cursor in the **Deduction Code** field of the deduction that is to be changed, if necessary. Click the **Add a new row at row 1** button to insert a new row. +
11.	Click the **Choose a date** button. 🗓
12.	Select the **Effective Date** of the change. 22
13.	Navigate to the appropriate field(s) and click or drag as necessary to select the data contained in the field(s). Click in the **Flat/Addl Amount** field to select it.
14.	Edit the field to make the appropriate change as necessary. Press **[Delete]**.
15.	Enter the desired information into the **Flat/Addl Amount** field. Enter a valid value, e.g. "**100**".
16.	Click the **OK** button. 💾 Save
17.	The procedure to change an Employee's General Deduction is completed. **End of Procedure.**