ON|DEMAND
PERSONAL NAVIGATOR

Starting 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. 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.	NOTE: If there is previous data in the page, insert a row in the **General Deduction** Box. Enter the desired information into the ***Deduction Code** field. Enter a valid value, e.g. "**ALOT1**".
11.	Click the **Choose a date** button. 🗓
12.	In the **Deduction Details** area of the page, enter the **Effective Date**. Click **22**. NOTE: Two actions cannot have the same effective dates. For example, the coverage will terminate at midnight on Day 1 and the new effective date will begin at 12:01 AM on the following day. 22
13.	If making a Combined Federal Campaign deduction, make the appropriate entry in the **Distribution Cd** (Code) field. NOTE: These are standard OPM-delivered digit codes and are pre-printed on the enrollment form. Note: The Distribution Code for Tax Lien, Suspense and Travel Advance is "0000".
14.	Click the ***Deduction Calculation Routine** list. ▾
15.	Select the desired entry. Click **Flat Amount**. Flat Amount

16.	Click the **Distribution Information** link if you are entering a TSP or allotment. Distribution Information
17.	EFT defaults in the **Payment Method** field. Press **[Tab]**.
18.	Enter the desired information into the **Routing Number** field. Enter a valid value, e.g. "**011000138**".
19.	Press **[Tab]**.
20.	Enter the desired information into the **Account Number** field. Enter a valid value, e.g. "**05767788**". NOTE: For TSP Loans, this is provided in the document provided by the Thrift Savings Board.
21.	Click the **Account Type** list.
22.	For TSP loans, select **Savings**. For Allotments, select **Savings** or **Checking** for the **Account Type**. Select the desired entry. Click **Savings**. Savings
23.	Click the **OK** button to return to the **General Deduction** page. OK
24.	Click the **Choose a date** button.
25.	Enter the end date whereupon the deduction is to terminate in the **Deduction End Date** field. Click the dropdown arrow for the **Year** list.
26.	Select the desired year. 2004
27.	Select the desired day. 21
28.	Click in the **Flat/Addl Amount** field.
29.	Enter the amount per pay period that the employee will send to the previously entered destination in the **Flat/Addl Amount** field. Enter a valid value, e.g. "**75**" NOTE: For National Union Dues, leave this field blank. NOTE: If there are additional deduction codes to be entered at this time, return to step one of this procedure and repeat as needed.
30.	Click the **Save** button. Save
31.	The procedure to start an Employee's General Deductions is completed. **End of Procedure.**