




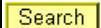




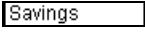
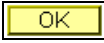








## Starting an Employee's General Deductions

1.	Click the <b>Compensate Employees</b> link. 
2.	Click the <b>Maintain Payroll Data (USF)</b> link. 
3.	Click the <b>Use</b> link. 
4.	Click the <b>General Deduction Data</b> link. 
5.	Click the <b>Search By</b> list. 
6.	Select the desired entry. <input type="text" value="Name"/>
7.	Enter the desired information into the <b>Name</b> field. Enter a valid value, e.g. " <b>Winter</b> ".
8.	Click the <b>Search</b> button. 
9.	Select the desired entry. Click <b>WINTER,FRED</b> . 
10.	NOTE: If there is previous data in the page, insert a row in the <b>General Deduction</b> Box. Enter the desired information into the <b>*Deduction Code</b> field. Enter a valid value, e.g. " <b>ALOT1</b> ".
11.	Click the <b>Choose a date</b> button. 
12.	In the <b>Deduction Details</b> area of the page, enter the <b>Effective Date</b> . Click <b>22</b> . 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. <input type="text" value="22"/>
13.	If making a Combined Federal Campaign deduction, make the appropriate entry in the <b>Distribution Cd</b> (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 <b>*Deduction Calculation Routine</b> list. 
15.	Select the desired entry. Click <b>Flat Amount</b> . <input type="text" value="Flat Amount"/>

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