



Enterprise Human Resources and Payroll (EHRP) Instructional Letter

Number: EHRP05-01

Date: April 17, 2005

Subject: Changes in Processing: Allotments, Direct Deposits (Net Allotments), and other General Deductions

Purpose

The conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS) on April 17, 2005 will require some changes in the processing of allotments, direct deposits (net allotments), and other general deductions. This letter provides information on these changes in processing.

Allotments

Previously, each time an allotment changed, it had to be stopped and restarted. Effective April 17, 2005, **if only the amount of the allotment is changed**, the allotment does not need to be stopped.

The amount is the only field that can be changed in this way. As before, the amount must be in whole dollars and at least \$1. If the account number, route number or account type needs to be changed, the allotment must be stopped and restarted with the new information.

When an allotment is stopped, **do not clear the amount field**. This is a change from previous practice.

Direct Deposits (Net Allotments)

HR users will **no longer be able to stop Net Allotments**. A user can change any field on Net Allotment, including account number and route number.

Other General Deductions

Do not clear out the deduction amount (Ded AMT) when stopping a general deduction. The deduction amount (Ded AMT) must be in whole dollars and at least \$1.

For further assistance or for questions regarding the information in this letter, please contact Marie King (MKing@psc.gov) or Theresa Lewis (TLewis@psc.gov).