

Deductions Not Taken - PAY008

DESCRIPTION:

This report lists employees who have had deductions omitted from a particular pay period. Agencies should monitor the on-cycle pre-calculation report to determine which, if any, deductions were not taken from the employee's paycheck if there is an existing arrearage balance. Arrears balances will appear on the report. However, the arrears balance will not yet be reduced by any arrears collections on the employee's current check.

Agencies should especially note if the report includes deductions which trigger the advance earnings process (GHI, FSA, Legislative KPERS, Legislative KPERS buyback, and OGL). The report could include these deductions in two instances: 1) if there is a tax garnishment, or 2) when the employee's earnings are not sufficient to allow both the federal/state additional withholding and the deduction being advanced to be taken.

The Office of General Services, Payroll Services Section, will monitor the advance of earnings (ADV) process during the on-cycle calculations. Agencies will be notified if any action on their part is needed. If problems still occur after final pay calculation, the agency will be notified of any adjustments to be processed to correct deductions.

Included are:

1. Department;
2. Employee ID;
3. Employee Name;
4. Pay Group;
5. Deduction Code;
6. Deduction (Description);
7. Benefit Record;
8. Amount Not Taken;
9. Reason Not Taken;
10. Added To Arrears?;
11. Arrears Balance;
12. Check/Advice Number.

SORT SEQUENCE:

Department

FREQUENCY:

This report is created after each pre-calc, on-cycle, and off-cycle.

WHERE FOUND:

Downloaded from the agency's MVS mailbox using the Core FTP Pro software.