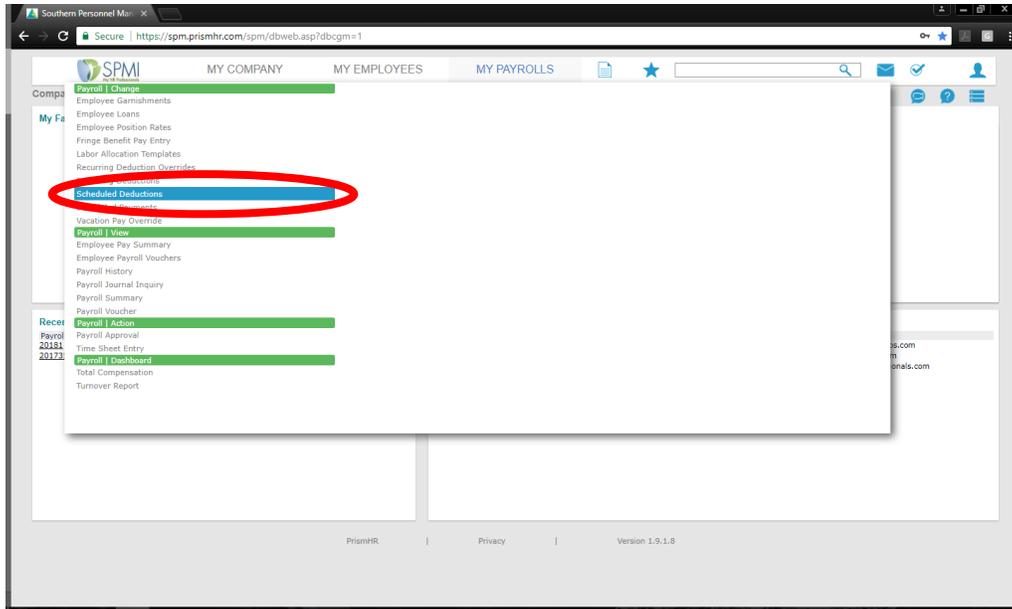


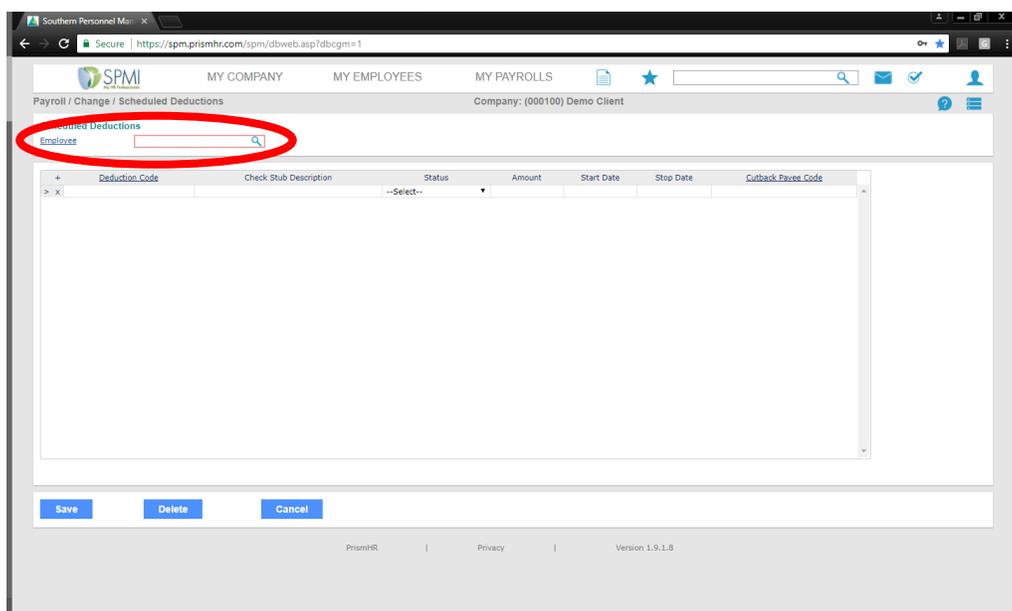


MyHRDashboard – Setting Up Scheduled or One-Time Deductions/Credits

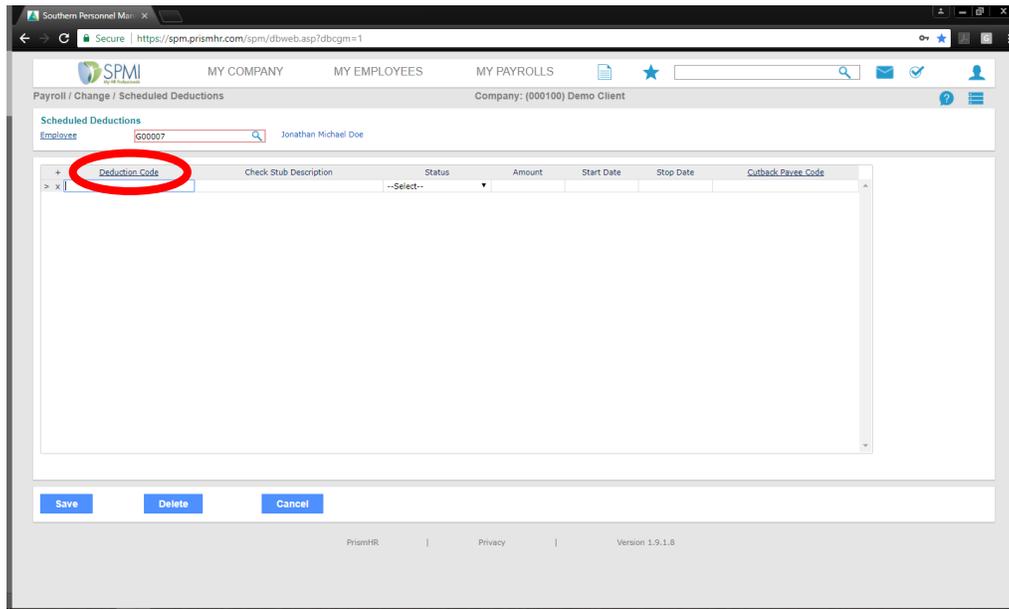
1. From your MyHRDashboard Home Page, Click on “My Payrolls”, then “Scheduled Deductions”



2. Select the employee, either by clicking on “Employee” and selecting them or by typing the employee’s name in the Search Bar.



3. Click on "Deduction Code" and find the appropriate code based on the provided descriptions. Clicking the code name or description will insert it into the Employee's Scheduled Deduction screen. If none of the descriptions apply, contact My HR Professionals to have an additional code added to your account. You may be presented with a text box that indicates Scheduled Deductions will override the same code under the Recurring Deductions screen.

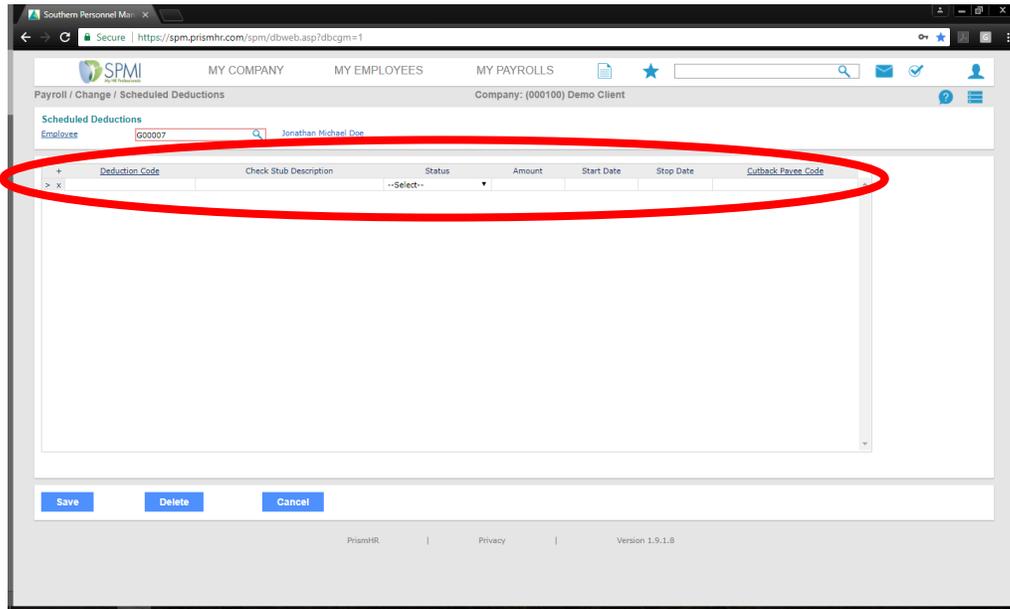


4. Once the code is selected, be sure that you indicate a status of "Active" or "One-Time". The Amount must be entered as the amount per check.

Note: A positive value in the Amount column will result in a deduction on the employee's check. A negative value in the Amount column will result in a credit on the employee's check. Negative values are designated by a "-" in front of the value (i.e. "\$-100.00" will result in a \$100.00 credit to the employee).

The Start Date must be entered so that the system knows when to give the deduction/credit to the employee. If you want the deduction/credit to be provided on the employee's next check, just use today's date. Unless "One-Time" was selected, you will also need to enter a Stop Date. You can leave the "Cutback Payee Code" blank.

To setup additional deductions/credits, click on the "+" in the upper left corner of the deduction table to add an additional row, then repeat steps 3 and 4.



5. Click "Save" to save your entries. If you do not click save, your Scheduled Deductions (or credits) will be lost and you must re-enter them.

