

Option 1: Stopping Recurring Deductions from Admin Portal

1. Select Employee that you would like to edit from “My Employees” section of the My HR Dashboard Homepage.
2. Click on the Action Bar in Upper Right Hand Corner of the Employee Details Screen and select “Recurring Deductions”

The screenshot shows the 'HR / Change / Employee Details' page for 'Joy Beth Test' in the 'Company: (000100) Demo Client'. The page includes a search bar for the employee ID (N00062) and sections for 'Name & Contact' and 'Employment'. An action bar in the top right corner is open, showing a list of options. The 'Recurring Deductions' option is circled in red.

3. Either type in the name of the employee that you would like to edit or select them from the “Employee” Search.
4. Select the recurring deduction that you would like to stop and click the icon under “Edit Detail” in the far right column.

The screenshot shows the 'Payroll / Change / Recurring Deductions' page for 'Company: (000100) Demo Client'. The page displays a table of recurring deductions for employee 'TEST JOY BETH' (ID: N00062). The table has columns for Deduction Code, Description, Type, Method, Benefit Plan, Docket#/Loan#/FSA, Amount, and Periods. The 'Edit Detail' column contains an icon for each row. The 'PMED' row is highlighted, and its 'Edit Detail' icon is circled in red.

+ Deduction Code	Description	Type	Method	Benefit Plan	Docket#/Loan#/FSA	Amount	Periods	Edit Detail
> x ADV	ADVANCE	V	F			500.00	12345	
> x PMED	Client Medical AfterTax	V	F			30.00	12345	

5. Enter the recurring deduction's "Stop Date" in the designated field and click **SAVE**.

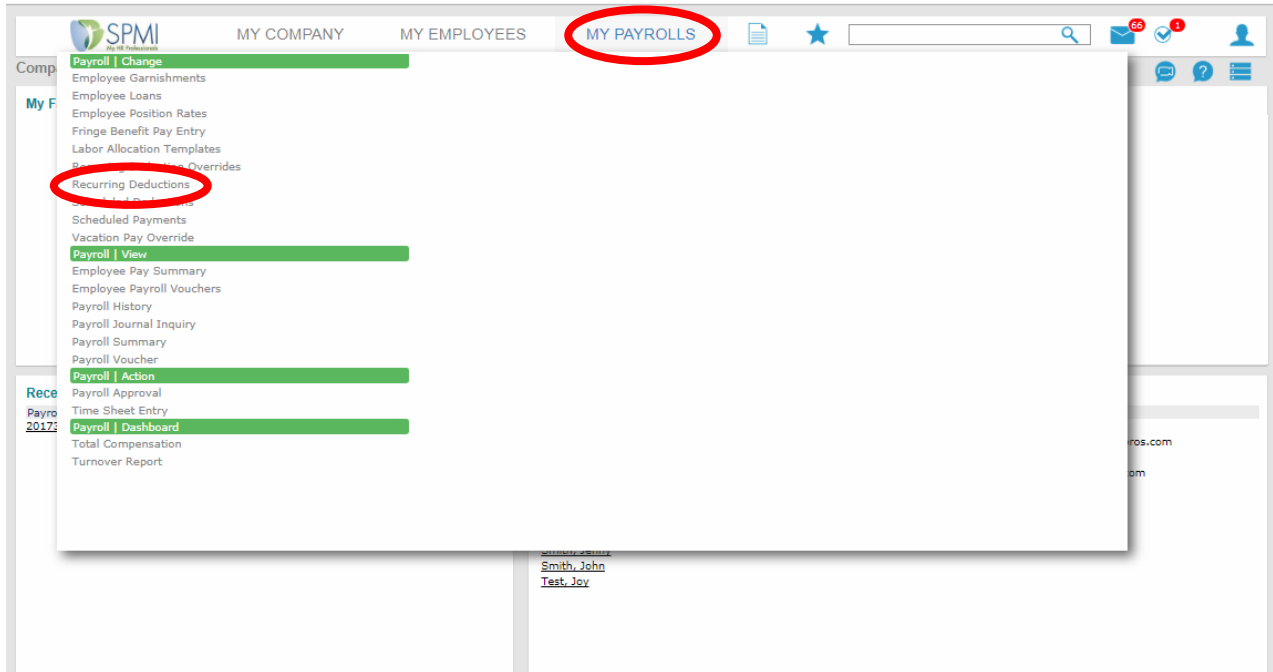
The screenshot shows the "Employee Deduction Details" form. The "Stop Date" field is highlighted with a red circle and contains the date "12/31/2017". A calendar pop-up is visible, showing the month of December 2017. The calendar grid is as follows:

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

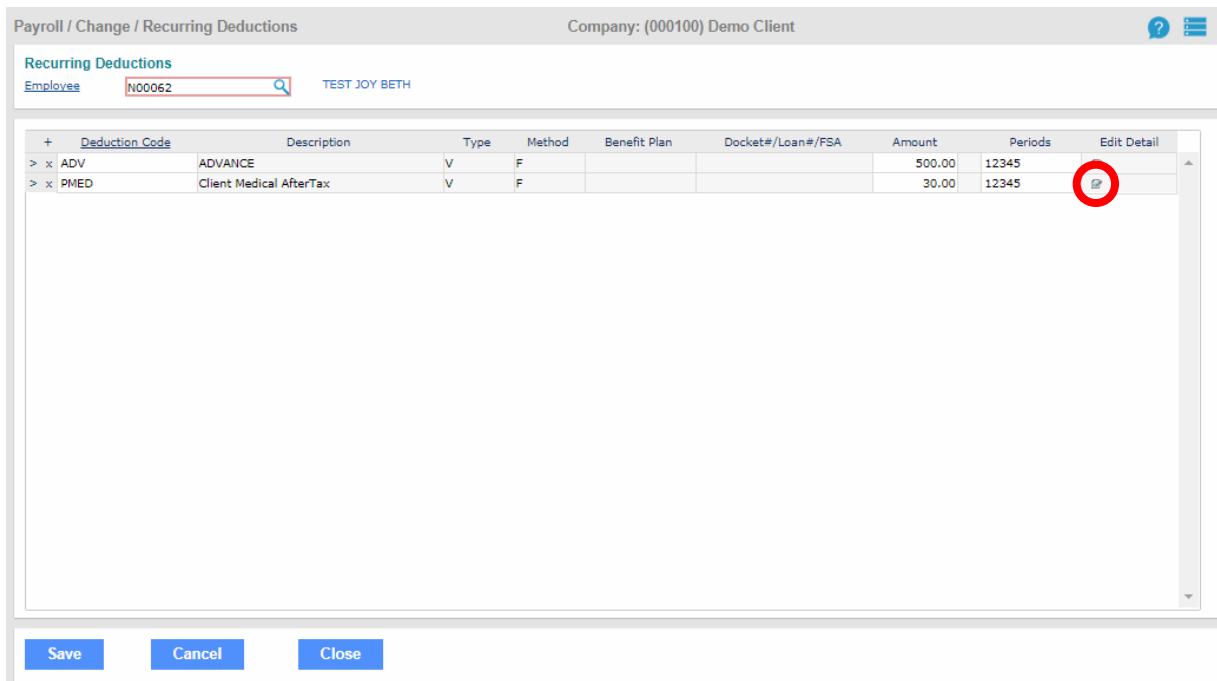
At the bottom of the form, there are two buttons: "Save" and "Delete".

Option #2: Stopping Recurring Deductions from Admin Portal

1. Click on “My Payrolls” from any screen within My HR Dashboard and select “Recurring Deductions”



2. Either type in the name of the employee that you would like to edit or select them from the “Employee” Search.
3. Select the recurring deduction that you would like to stop and click the icon under “Edit Detail” in the far right column.



4. Enter the recurring deduction's "Stop Date" in the designated field and click **SAVE**.

The screenshot shows the "Employee Deduction Details" form. The "Stop Date" field is highlighted with a red circle and contains the date "12/31/2017". A calendar pop-up is open over this field, showing the month of December 2017. The calendar grid is as follows:

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Other fields in the form include: Deduction Code (PMED), Limit, Maximum, Basis (--- Select ---), Track Arrears, Mandatory, Start Date, Stop Date (12/31/2017), G/L Override Acct, Cutback Payee Code, Match Method, Match Amount, Match Description, Rate Table (-- Select --), and Rate Tier (-- Select --). There are "Save" and "Delete" buttons at the bottom left.