

# DEDUCTION CODE REQUEST FORM

**DEDUCTION CODE**  Deduction Code (6 characters)

Requested By: \_\_\_\_\_ Date of Request: \_\_\_\_\_

**DEDUCTION TABLE (pages): DEDUCTION\_TBL, DEDUCTION\_CLASS, DEDUCTION\_FREQ (records)**

**PLAN TYPE:**  **General:** OR  **Benefits:** \_\_\_\_\_ **EFFECTIVE DATE:** \_\_\_\_\_

Change to Existing Deduction Code?  Deduction Priority

Briefly describe 'Change to Existing' or 'Reason for New' Deduction Code:

**DESCRIPTION:** (30 Characters)  **SHORT DESCR:** (10 Characters)

**TAX CLASSIFICATIONS (1):**  **Effect on FICA Gross (1):**

**TAX CLASSIFICATIONS (2):**  **Effect on FICA Gross (2):**

**TAX CLASSIFICATIONS (3):**  **Effect on FICA Gross (3):**

**PROCESS INFORMATION:** **Deduction Subset:**

Partial Deduction Allowed?  Maximum Yearly Deduction Amount?

Deductions Taken from Separate Check?  Expense Account:

Liability Account:  Check boxes for payperiod :     
Deduction Frequency 1 2 3

**GENERAL DEDUCTION (page) GENL\_DED\_TBL (record)-Effective Date will = EFFECTIVE DATE on DEDUCTION\_TBL**

**DEDUCTION CALCULATION ROUTINE:**

**Deduction Rate or %:**  **Special Accumulator Code:**

**SETID:**  **VENDOR ID:**

**PAY MODE:**  **AP PAYMENT DATE TYPE:**

**Flat/Addl Amount:** (Per Pay Period)  **Pay Frequency:**

**Allow Update via Emp Self Service?**   **Add dedcd to Limit table?**  403(b)  457

**Add Genl Ded to Benefits Portal?**   **Remove dedcd from Limit table?**  403(b)  457

**Special Instructions:**

Approved By Payroll: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Approved By Benefits: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Entered by ERP Member: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_