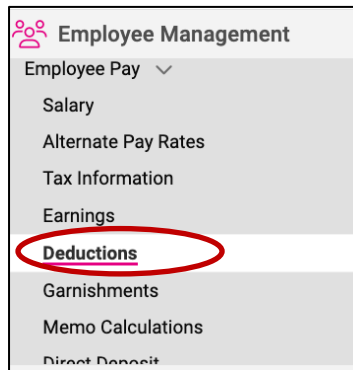


# Changing Deductions

Simple deductions (such as health, dental, loans) are managed on the **Deductions** page. Deductions that have a match tied to them (retirement plans), need to be managed in the **Benefits** page.

## Changing deductions NOT tied to employer matches

1. On the **Employee Management** menu, select **Employee Pay** and then **Deduction**.



2. Select (double-click) the name of the employee whose deduction(s) you are changing. Here you can see a list of all the deductions set up for your business, with the specific deductions for the selected employee.

Pay Item	Schedule	Amount	Percent	Balance	Arrears	Arrears Balance	Actions
401K	Every Pay*		9.00			0.00	
401K Loan	Every Pay*	48.64		8005.76		0.00	
State Levy	Every Pay*					0.00	
Child Supp Garn	Every Pay*					0.00	

3. Click the pencil to edit dollar amounts (as in the Loan example above) or percentages (as in the 401K example above). Additional explanations of the different options are in the short video listed below.

**Important:** Garnishment amounts can be changed only as directed by a written court order or other official (government) notice.

## Changing deductions tied to employer matches (retirement benefits)

Deductions that have a match tied to them need to be managed in the **Benefits** page. If you try to edit it in the **Deductions** page you will see the red warning in the screenshot below.

### Deductions

Save ← Go Back to List

**401K**

This deduction is associated with a benefit calculation so it must be managed on the employee benefit plan setup screen. The data below represents the calculated values as of the last payroll.

\* Pay Item: 401K

Reference Number:

Default Schedule: **Every Pay**

Schedule Override:

Start Date:

Stop Date:

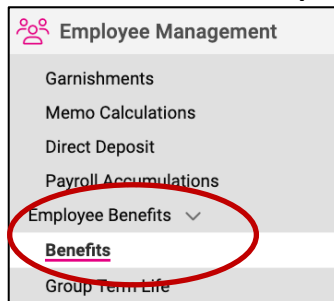
Amount: 25.0000

Percent:

**Arrears Information**

Apply Arrears Balance

1. On the **Employee Management** menu, select **Employee Pay** and then **Benefits**.

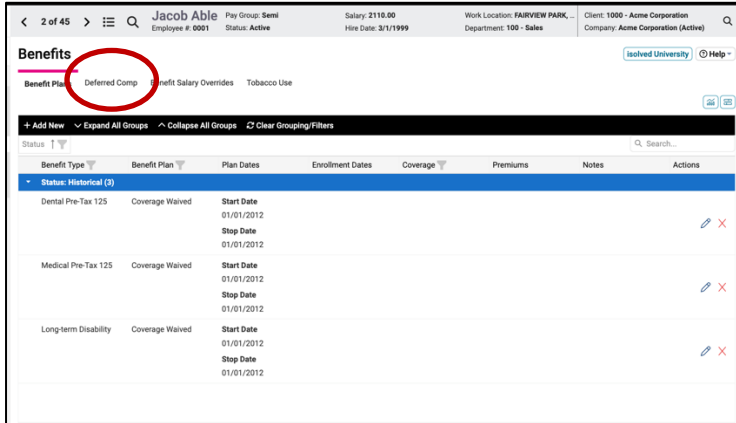


2. Select (double-click) the name of the employee whose deduction(s) you are changing. Insurance benefit plans the employee is enrolled in will be shown on the **Benefits Plans** tab. Retirement plans are on the **Deferred Comp** tab.

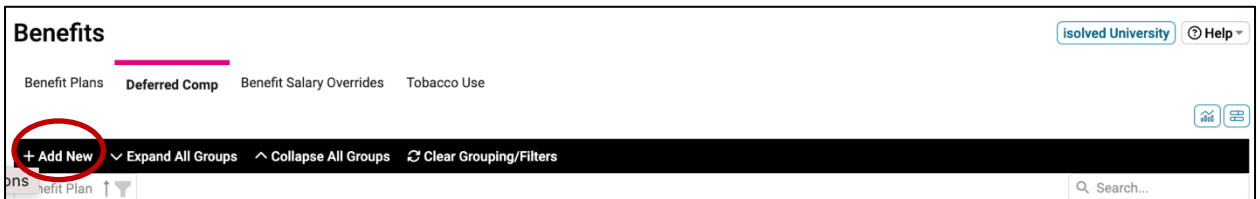
The screenshot shows the "Benefits" page for Jacob Able. The "Benefit Plans" tab is selected and circled in red. Below the tab, there is a table of benefit plans. The table has columns for Benefit Type, Benefit Plan, Plan Dates, Enrollment Dates, Coverage, Premiums, Notes, and Actions. The table shows three rows of data, all with a status of "Historical (3)".

Benefit Type	Benefit Plan	Plan Dates	Enrollment Dates	Coverage	Premiums	Notes	Actions
Dental Pre-Tax 125	Coverage Waived	Start Date 01/01/2012 Stop Date 01/01/2012					<a href="#">edit</a> <a href="#">delete</a>
Medical Pre-Tax 125	Coverage Waived	Start Date 01/01/2012 Stop Date 01/01/2012					<a href="#">edit</a> <a href="#">delete</a>
Long-term Disability	Coverage Waived	Start Date 01/01/2012 Stop Date 01/01/2012					<a href="#">edit</a> <a href="#">delete</a>

3. Select the **Deferred Comp** tab to view the details for that employee.



- Click **Add New** to enter a change and to maintain a history of the benefit changes. If you simply edit the information by clicking the pencil icon, the change history will not be saved. It's good business practice to keep this change history so always use **Add New** instead of clicking the pencil icon to edit, unless you are correcting a typo.



In the example below, the employee's 401K contribution (deduction) is going to be changed to \$25 effective 1/1/2025.

- If you go back to the **Benefits** page and **Deferred Comp** tab, you can see the change history. The employee had \$200 deducted each pay period in 2024 for their 401K, but had the amount changed to \$25 per pay period starting on 1/1/2025.

**Benefits** Isolved University | Help

Benefit Plans **Deferred Comp** Benefit Salary Overrides Tobacco Use

+ Add New Expand All Groups Collapse All Groups Clear Grouping/Filters

Benefit Plan Search...

Start Date	Stop Date	Employee Contribution	Benefit Type	Notes	Actions
401K					
Benefit Plan: 401(k) (2)					
1/1/2025		Amount 25.00 Percent 0%	401(k)		
1/1/2024	12/31/2024 *	Amount 200.00 Percent 0%	401(k)		

**Video**

<https://learning.myisolved.com/library/quick-help-videos/adding-an-employee-s-deduction>  
<https://learning.myisolved.com/library/quick-help-videos/how-to-use-the-employee-benefits-screen>