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.

Deductions								
✓ Expand All Groups	へ Collapse All Groups う Clea	r Grouping/Filters						
Drag a column header he	ere to group by that column					Q Search		
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.

) Save ← Go Back to Lis	t	
401K		
This deduction is associa must be managed on the The data below represent payroll.	ted with a benefit calculation so it employee benefit plan setup screen. s the calculated values as of the last	
* 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**.
 - Semployee Management Garnishments Memo Calculations Direct Deposit Payroll Accumulations Employee Benefits Benefits Group remn Life
- 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.

<	2 of 45	>	i≡	Q	Jacob Able	Pay Group: Semi Status: Active		Salary: 2110.0 Hire Date: 3/1/	0 1999	Work Location: FAIRV Department: 100 - Sa	IEW PARK, les	Client: 1000 - A Company: Acm	cme Corporation e Corporation (Act	ive) Q
В	enefit Plans	De	erred C	omp	Benefit Salary Over	ides Tobacco Use						is	olved University	⊙ Help +
	Add New	∨ Eq	band All	Groups	Collapse All G	roups 🛛 Clear Groupin	g/Filters						Ω Search	# 2
35	Repefit T			Rec	ofit Dian 🐨	Plan Dates	Ensolime	unt Distas	Countrage	Bramiume		Notes	Actio	
	Status: H	istorio	al (3)	Den	encertain T	Plan Dates	Enionine	in Dates	Coverage 1	Fremiums		Notes	Actio	13
	Dental Pr	e-Tax	125	Cow	erage Waived	Start Date 01/01/2012 Stop Date 01/01/2012								0 ×
	Medical F	re-Ta	x 125	Cow	erage Waived	Start Date 01/01/2012 Stop Date 01/01/2012								0 ×
	Long-terr	n Disa	bility	Cow	erage Waived	Start Date 01/01/2012 Stop Date 01/01/2012								0 ×

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

<	2 of 45	>	≣	Q	Jacob Able Employee #: 0001	Pay Group: Semi Status: Active	S H	alary: 2110.00 lire Date: 3/1/1	999	Work Location: FA Department: 100 -	IRVIEW PARK, Sales	Client: 1000 Company: A	- Acme Corporatio	ation n (Active	, Q
Be	enefits												isolved Unive	rsity (D Help -
В	enefit Plan	Def	ferred Co	omp	E nefit Salary Overr	ides Tobacco Use									# 2
+	Add New	∨ Exp	oand All	Groups	Collapse All Gr	oups 🛛 Clear Grouping	/Filters								
St	atus † 🝸												Q. Search.		
	Benefit Ty	ype 🝸		Bene	efit Plan 🕎	Plan Dates	Enrollment	Dates	Coverage 🕎	Premium	IS	Notes		Actions	
-	Status: H	istoric	al (3)												
	Dental Pr	e-Tax	125	Cove	rage Waived	Start Date 01/01/2012 Stop Date 01/01/2012									1 ×
	Medical F	Pre-Ta	x 125	Cove	erage Waived	Start Date 01/01/2012 Stop Date 01/01/2012									1 ×
	Long-tern	n Disa	bility	Cove	erage Waived	Start Date 01/01/2012 Stop Date 01/01/2012									1 ×

4. 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.

Benefits			ĺ	solved University	⑦ Help ▼
Benefit Plans	Deferred Comp	Benefit Salary Overrides	Tobacco Use		
\frown					
+ Add New	Expand All Groups	Collapse All Groups	${oldsymbol {\cal C}}$ Clear Grouping/Filters		
ns hefit Plan	T			Q Search	

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

Benefits		
Save ← Go Back to List		
Plan Information Plan:	401(k)	
	Pending Participation Requir	ements
	Dates will be updated after the last has been met.	t participation requirement
* Start Date:	1/1/2025	
Stop Date:		
Benefit End Reason:		~
Enrollment Submission Date:	1/1/2024	
Plan Enrollment Date:		
Participation Reqs Met On Date:		
EE Contribution Eligibility Date:		
Match Eligibility Date:		
Participant ID:		
Plan Limit OR:		
	Default: 30,500.00	
Employee Contribution		
401K Amount:	25.00	
401K Percent:		
Notes:		

5. 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.

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Add New 🗸 Expand All G	roups $\ \ \wedge$ Collapse All Groups $\mathcal S$	Clear Grouping/Filters			
iefit Plan 🏌 🍸					Q. Search
Start Date	Stop Date	Employee Contribution	Benefit Type 👕	Notes	Actions
		401K			ACIONS
Benefit Plan: 401(k) (2)					
1/1/2025		Amount	401(k)		
		25.00			æ v
		Percent			<i>v</i> ^
		0%			
1/1/2024	12/31/2024 *	Amount	401(k)		
		200.00			<i>B</i> ×
		Percent			
		0%			

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-benefitsscreen