



## **Miami-Dade County**

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Inactivate Deductions After Termination –  
Job Aid

## DESCRIPTION

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This job aid is for Central HR.

This job aid will show steps how to inactivate General Deductions after an employee has been terminated.

## INACTIVATE DEDUCTIONS AFTER TERMINATION – JOB AID

| Step | Action  |
|------|---|
| 1.   | <ul style="list-style-type: none"> <li>Log into <b>INFORMS</b>.</li> <li>Navigate to Job Data to get the Effective Date of the employee’s termination:<br/><b>Workforce Administration &gt; Job Information &gt; Job Data.</b></li> </ul> |
| 2.   | <p>Navigate to Create General Deductions to inactivate the terminated employee’s General Deductions: <b>Payroll for North America &gt; Employee Pay Data USA &gt; Deductions &gt; Create General Deductions.</b></p>                      |
| 3.   | <ul style="list-style-type: none"> <li>Enter <b>Empl ID</b>.</li> <li>Click <b>Search</b>.</li> </ul>   |

|    |   |
|----|---|
| 4. | <p>Click the “+” under <b>Deductions Details</b> to create a new effective dated row.</p> <div data-bbox="305 289 1437 661"><p><b>Deduction Details</b> <span>1 of 1</span> <a href="#">View All</a></p><p>*Effective Date <input type="text" value="05/16/2011"/> <input type="button" value="Calendar"/> <input type="checkbox"/> Take on all Paygroups <input type="checkbox"/> Ded stopped by Self Serv User <span style="border: 1px solid red; padding: 2px;">+</span> <span style="border: 1px solid gray; padding: 2px;">-</span></p><p>*Calculation Routine <input type="text" value="Flat Amount"/> <input type="button" value="v"/></p><p>Deduction End Date <input type="text"/> <input type="button" value="Calendar"/> Deduction Rate or % <input type="text"/></p><p>Loan Interest % <input type="text"/> Flat/Addl Amount <input type="text" value="\$121.18"/></p><p>Goal Amount <input type="text"/> Current Goal Balance <input type="text"/></p><p>This data was last updated by Online User Data last updated on 06/09/2022</p></div>  |
| 5. | <ul style="list-style-type: none"><li>• Enter the Termination Date entered on the terminated employee’s Job Data record for the <b>Effective Date</b>.</li><li>• Enter the Termination Date entered on the terminated employee’s Job Data record for the <b>Deduction End Date</b>.</li></ul> <div data-bbox="305 850 1437 1228"><p><b>Deduction Details</b> <span>1 of 2</span> <a href="#">View All</a></p><p>*Effective Date <span style="border: 1px solid red; padding: 2px;">05/16/2022</span> <input type="button" value="Calendar"/> <input type="checkbox"/> Take on all Paygroups <input type="checkbox"/> Ded stopped by Self Serv User <span style="border: 1px solid gray; padding: 2px;">+</span> <span style="border: 1px solid gray; padding: 2px;">-</span></p><p>*Calculation Routine <input type="text" value="Flat Amount"/> <input type="button" value="v"/></p><p><span style="border: 1px solid red; padding: 2px;">Deduction End Date</span> <span style="border: 1px solid red; padding: 2px;">05/16/2022</span> <input type="button" value="Calendar"/> Deduction Rate or % <input type="text"/></p><p>Loan Interest % <input type="text"/> Flat/Addl Amount <input type="text" value="\$121.18"/></p><p>Goal Amount <input type="text"/> Current Goal Balance <input type="text"/></p><p>This data was last updated by Online User Data last updated on 06/09/2022</p></div> |
| 6. | Repeat <b>Steps 5 – 7</b> until all General Deductions have been updated.   |
| 7. | Click <b>Save</b> .   |