

Miami-Dade County

Inactivate Deductions After Termination – Job Aid



DESCRIPTION

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						
	 Log into INFORMS. Navigate to Job Data to get the Effective Date of the employee's termination: Workforce Administration > Job Information > Job Data. 						
	Work Location Job Information Job Labor Payroll Salary Plan Compensation Lademia Cofield Empl ID 00013084 Empl ID 00013084						
	Employee Empl Record 0						
	Work Location Details ⑦ Q M 4 1 of 3 • •						
	*Effective Date 05/16/2022 💼 Go To Row + -						
	Effective Sequence 0 *Action V						
1.	HR Status Inactive Reason Voluntary Resignation						
	Payroll Status Terminated *Job Indicator Primary Job V						
	Position Number 00001954 Q CORRECTIONAL CORPORAL						
	Position Entry Data 12/21/1992 Position Management Record						
	Regulatory Region USA United States						
	Company MDC Miami Dade County						
	Business Unit CR Corrections and Rehabilitation Department CR03030300 PRETRIAL DETENTION CENTER						
	Department Entry Date 12/21/1992						
	Location A002020000 Dr. MLK Office Plaza- CR						
	Establishment ID MDC Q Miami Dade County Date Created 05/05/2022						
	Last Start Date 12/21/1992 Termination Date 05/15/2022						
	Expected Job End Date						
	Last Date Worked 05/15/2022						
	Job Data Employment Data Earnings Distribution Benefits Program Participation Creditable Adjusted Dates						
	Navigate to Create General Deductions to inactivate the terminated employee's						
2.	General Deductions: Payroll for North America > Employee Pay Data USA > Deductions						
	> Create General Deductions.						
3.	Enter Empl ID.						
<u> </u>	Click Search.						



	// // -				<u> </u>		
Click the	"+" under De	eductions L	Details to o	create a new	effective dated i	row.	
Deduction D	Deduction Details			Q I I I I I I I View All			
4. De	*Effective Date 05/ alculation Routine Fla eduction End Date Loan Interest % Goal Amount	16/2011 fii at Amount	•	Deduction Rate or % Flat/Addl Amount Current Goal Balance	Take on all Paygroups Ded stopped by Self Serv I \$121.18	User	
This data	was last updated by (Online User		Data la	ist updated on 06/09/2022	2	
Er re Er re Deduction D	 Enter the Termination Date entered on the terminated employee's Job Data record for the Effective Date. Enter the Termination Date entered on the terminated employee's Job Data record for the Deduction End Date. 						
5. 	*Effective Date 05/ alculation Routine Fla eduction End Date 05/ Loan Interest % Goal Amount	16/2022 iii at Amount 16/2022 iii		Deduction Rate or % Flat/Addl Amount Current Goal Balance	Take on all Paygroups Ded stopped by Self Serv	User	
This data	was last updated by	Online User		Data la	ast updated on 06/09/2022	2	
6 Repeat St	ens 5 – 7 unti		al Doducti				
	cpss / unu	ii ali Gener	al Deuucu	ons have bee	n updated.		