

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? Expense Account: Maximum Yearly Deduction Amount?

Deductions Taken from Separate Check? Liability Account: Check boxes for payperiod : 1 2 3
Deduction Frequency

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:

Does this Dedcd have FSU portions of payments and impact Encumbrances/Hyperion? Yes No

Approved By Payroll: _____ Date Approved: _____ Approved By Benefits: _____ Date Approved: _____

Approved by ERP/Other Member: _____ Date Approved: _____ Entered By ERP Member: _____ Date Reviewed: _____