

Deduction Extract

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The information on this page is for Campus Payroll module users only.

Generating the Report

PATH: Human Resources > Reports > Deduction Extract

The Deduction Extract reports information based on deductions taken in the selected Pay Type and Pay Period. The report automatically includes the Staff Number, Staff Name, Deduction Code, Amount, Pay Period End Date, and indicator that describes whether the deduction is an employee deduction or an employer deduction. Districts can also optionally include any of the following details in the report: SSN, Payment Number, Deduction Totals, Deduction Wages, Payment Date, and Summary Totals.

Index	Search	Deduction History Report						
- Human Descurress		This report will pull information based on deductions taken in the selected Pay Type / Pay Period combination. Additional data may be provided based on items selected to be included.						
 Human Resources 								
Admini:	stration							
▶ Personnel		Filter Options: Deduction/Benefit Codes 403B: 403B AFT: AFT DUES DOCK: DOCK						
▶ Payroll								
▼Reports								
Ded	uction Extract	FICA: SOCSEC FIT: FEDINCTA						
Eler	ment Listing	FUTA: FUTA						
Ove	rall Staff Rating Re							
Fille	d Positions	Рау Туре						
Pos	ition Code	Pay Period Display Options Employer Amount on a Second Row						
Sala	ary Distribution Rep							
		Include Options						
		SSN Deduction Wages						
		Payment Number Payment Date						
		Deduction Totals						
		Generate						

Example Deduction Extract Editor

Generating the Report

- 1. Select the Deduction/Benefit Code(s) on which you want to report.
- 2. Select the Pay Type and Pay Period .
- Mark the Employer Amount on a Second Row checkbox to display the amount the employer paid.



When this option is selected, the **Deduction Totals** and **Summary Totals** options are disabled.

4. Select from the following **Include Options**.

Option	When selected
SSN	the employee's SSN displays on the report. If you do not have tool rights to view the SSN, this option is disabled.
Payment Number	the payment number displays on the report.
Deduction Totals	Campus totals the employee and employer deductions and displays the total on a single line. When the Employer Amount on a Second Row checkbox is marked, this option is disabled.
Deduction Wages	the gross wages applicable to the deduction calculation display on the report.
Payment Date	the payment date displays on the report.
Summary Totals	summary totals for all employee deduction amounts, all employer deduction amounts, and a total of all applicable wages displays at the bottom of the report. When the Employer Amount on a Second Row checkbox is marked, this option is disabled.

5. Click Generate.

Result

The report displays in CSV format according to the options you selected.



	Α	В	С	D	E	F	G	Н	1	J	K	L
1	SSN	StaffNumber	StaffName	DeductionCode	EmployeeAmount	EmployerAmount	DeductionTotal	EmpDeductWage	ERDeductWage	PaymentNumber	PayPeriodEndDate	PaymentDate
2	###	1	Clerk, High	FICA	95.48	95.48	190.96	1540	1540	1734	9/30/2016	9/30/2016
3	###	1001	Marcussen,	FICA	183.34	183.34	366.68	2957.07	2957.07	1735	9/30/2016	9/30/2016
4	###	1003	Jones, Mich	FICA	66.59	66.59	133.18	1074.08	1074.08	1736	9/30/2016	9/30/2016
5	###	1004	Gilchrist, Ry	FICA	138.34	138.34	276.68	2231.22	2231.22	1737	9/30/2016	9/30/2016
6	###	1005	Anderson,	FICA	214.88	214.88	429.76	3465.75	3465.75	1738	9/30/2016	9/30/2016
7	###	1006	Rink, Christ	FICA	131.49	131.49	262.98	2120.75	2120.75	1739	9/30/2016	9/30/2016
8	###	1007	Jones, Terry	FICA	69.84	69.84	139.68	1126.51	1126.51	1740	9/30/2016	9/30/2016
9	###	1008	Minke, Kare	FICA	89.64	89.64	179.28	1445.79	1445.79	1741	9/30/2016	9/30/2016
10	###	1009	Erickson, Ka	FICA	43.47	43.47	86.94	701.1	701.1	1742	9/30/2016	9/30/2016
11	####	1010	Terributini,	FICA	54.99	54.99	109.98	886.97	886.97	1743	9/30/2016	9/30/2016
12	###	1011	Beyer, Chris	FICA	88.58	88.58	177.16	1428.7	1428.7	1744	9/30/2016	9/30/2016
13	###	1012	Ruiz, Karen	FICA	104.72	104.72	209.44	1689.08	1689.08	1745	9/30/2016	9/30/2016
14	###	1013	Carson, Rich	FICA	122.47	122.47	244.94	1975.4	1975.4	1746	9/30/2016	9/30/2016
15	###	1014	Chen, Mich	FICA	2.61	2.61	5.22	42.12	42.12	1747	9/30/2016	9/30/2016
16	####	1014	Chen, Mich	FICA	94.5	94.5	189	1524.12	1524.12	1748	9/30/2016	9/30/2016
17	####	1015	Smith, Sam	FICA	106.51	106.51	213.02	1717.87	1717.87	1749	9/30/2016	9/30/2016
18	####	1016	Haire-Nett,	FICA	71.54	71.54	143.08	1153.84	1153.84	1750	9/30/2016	9/30/2016
19	###	1017	Poolman, V	FICA	78.02	78.02	156.04	1258.33	1258.33	1751	9/30/2016	9/30/2016
20	####	1018	Miranda, So	FICA	79.07	79.07	158.14	1275.4	1275.4	1752	9/30/2016	9/30/2016
21	####	1019	Hochbrunn,	FICA	92.43	92.43	184.86	1490.79	1490.79	1753	9/30/2016	9/30/2016
22	####	1020	Potts, Henr	FICA	108.5	108.5	217	1750	1750	1754	9/30/2016	9/30/2016
23	####	1021	Cullen, Free	FICA	111.22	111.22	222.44	1793.82	1793.82	1755	9/30/2016	9/30/2016
24	###	1022	Wu, Jasmin	FICA	107.36	107.36	214.72	1731.69	1731.69	1756	9/30/2016	9/30/2016
25	####	1023	Walker, Lia	FICA	307.78	307.78	615.56	4964.12	4964.12	1757	9/30/2016	9/30/2016
26	####	1024	Smith - Jon	FICA	108.31	108.31	216.62	1746.87	1746.87	1758	9/30/2016	9/30/2016
27	####	1025	Peterson, J	FICA	111.05	111.05	222.1	1791.09	1791.09	1759	9/30/2016	9/30/2016
28	####	5667	Principal, H	FICA	157.94	157.94	315.88	2547.45	2547.45	1760	9/30/2016	9/30/2016
29				Totals	2940.67	2940.67		47429.93	47429.93			

Deduction Extract Example