



# Payroll Deductions

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# Payroll Deductions

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The Payroll Deductions module provides you the ability to view and track payroll deductions for your employees. It can be accessed through the Employer Dashboard.



The screenshot displays the Employer Dashboard with the following modules and counts:

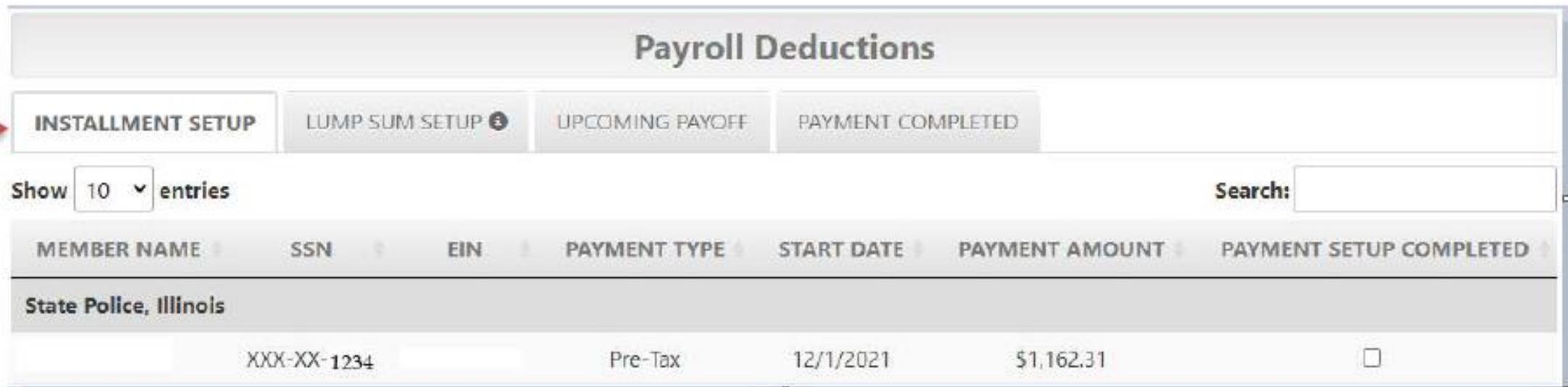
- Employer Reports
- You have **0** Notifications **0** Unread
- You have **18** **Payroll Deductions** **10** Payroll Setup **0** Lump Sum Setup **8** Upcoming Payoff **0** Payment Completed
- You have **86** **Employer Statements** **23** Pending **63** Completed
- You have **355** **Service Purchase Estimate Requests** **275** New **8** Pending **72** Completed ⓘ
- You have **492** **Tier Determination Requests** **7** Pending **485** Completed ⓘ
- You have **84** **2025 Returned to Work Retirees** **83** Current **1** Overdue
- You have **451** **Employees on Disability** **108** Reported back to work

A red arrow points to the **Payroll Deductions** module.

# Payroll Deduction List

As an employer, you will be notified by email if your employee requires payroll deductions. You can access the payroll deduction listing and track payroll deduction progress on Member Services website.

The Payroll Deduction List is separated by four tabs: Installment Setup, Lump Sum Setup, Upcoming Payoff and Payment Completed.



Payroll Deductions						
<b>INSTALLMENT SETUP</b>	LUMP SUM SETUP ⓘ	UPCOMING PAYOFF	PAYMENT COMPLETED			
Show	10	▼	entries	Search: <input type="text"/>		
MEMBER NAME	SSN	EIN	PAYMENT TYPE	START DATE	PAYMENT AMOUNT	PAYMENT SETUP COMPLETED
State Police, Illinois	XXX-XX-1234		Pre-Tax	12/1/2021	\$1,162.31	<input type="checkbox"/>

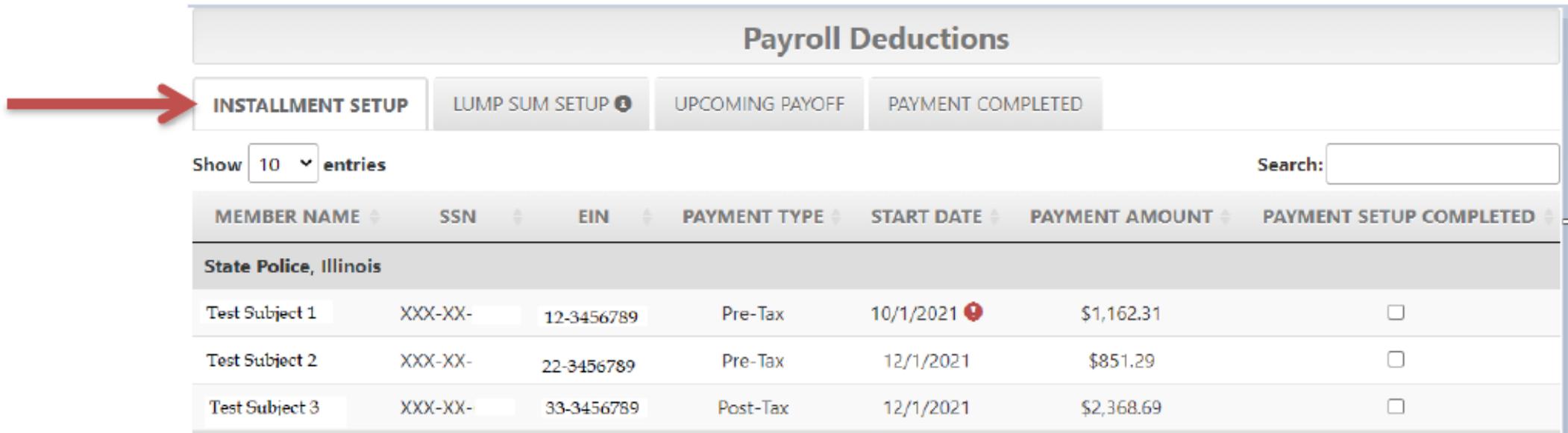
# Payroll Deduction List

- **Installment Setup** tab displays receivables that need payroll deduction setup.
- **Lump Sum Setup** tab displays receivables that need lump sum sick and vacation payout deduction setup.
- **Upcoming Payoff** tab displays receivables that are going to pay off in 60 days.
- **Payment Completed** tab displays receivables that have been paid off and require payroll deduction stop.

Payroll Deductions						
INSTALLMENT SETUP	LUMP SUM SETUP ⓘ	UPCOMING PAYOFF	PAYMENT COMPLETED			
MEMBER NAME	SSN	EIN	PAYMENT TYPE	START DATE	PAYMENT AMOUNT	PAYMENT SETUP COMPLETED
State Police, Illinois	XXX-XX-1234		Pre-Tax	12/1/2021	\$1,162.31	<input type="checkbox"/>

# Installment Setup

You can access the Installment Setup List by selecting Installment Setup tab. The Installment Setup List displays a list of employees whose receivables require payroll deduction setup. The list will display the member's name, redacted SSN, EIN, Payment Type (Post-Tax or Pre-Tax), Start Date and Payment Amount that you have to setup for your employees.



The screenshot shows the 'Payroll Deductions' interface. A red arrow points to the 'INSTALLMENT SETUP' tab, which is the active tab. Other tabs include 'LUMP SUM SETUP', 'UPCOMING PAYOFF', and 'PAYMENT COMPLETED'. Below the tabs, there is a 'Show 10 entries' dropdown and a search box. The main table displays a list of employees with columns for Member Name, SSN, EIN, Payment Type, Start Date, Payment Amount, and Payment Setup Completed. The table is filtered by 'State Police, Illinois'.

MEMBER NAME	SSN	EIN	PAYMENT TYPE	START DATE	PAYMENT AMOUNT	PAYMENT SETUP COMPLETED
<b>State Police, Illinois</b>						
Test Subject 1	XXX-XX-	12-3456789	Pre-Tax	10/1/2021	\$1,162.31	<input type="checkbox"/>
Test Subject 2	XXX-XX-	22-3456789	Pre-Tax	12/1/2021	\$851.29	<input type="checkbox"/>
Test Subject 3	XXX-XX-	33-3456789	Post-Tax	12/1/2021	\$2,368.69	<input type="checkbox"/>

# Installment Setup Warning

The Installment Setup List will display a red warning icon next to the Start Date if the Installment Setup is past due for the employee. Don't be alarmed if you have already setup the payroll deductions but see the red warning icon. It may take Accounting up to two weeks to post the payments. The employee should drop off from the list the next pay period. However, if you haven't setup the payroll deductions, the employee will remain on the list until the first payment is received and posted by SRS.

PAYMENT TYPE	START DATE	PAYMENT AMOUNT	PAYM
<del>Post-Tax</del> →	10/1/2021 !		
Pre-Tax	12/1/2021	\$657.97	

Payroll deduction setup is overdue. Please setup this member's payroll deduction.

# Installment Setup Tracking

The Installment Setup List provides a way for you to keep track of Installment Setup progress for your employees. You can indicate that you have completed the setup by checking the box under Payment Setup Completed column. Once you do that, a tooltip will show you when the setup is completed and who completed the setup. This is especially useful for larger agencies that have multiple payroll coordinators managing the Installment Setup List.

START DATE	PAYMENT AMOUNT	PAYMENT SETUP COMPLETED
10/1/2021 	\$544.97	 <input checked="" type="checkbox"/> 
12/1/2021	\$657.97	<input type="checkbox"/>

Payment Setup Completed by  
[redacted]  
on 10/6/2021.

# Lump Sum Setup List

You can access the Lump Sum Setup List by selecting Lump Sum Setup tab. The Lump Sum Setup List displays a list of employees whose receivables require lump sum sick and vacation payout deduction setup. The list will display the member's name, redacted SSN, EIN, Payment Type (Post-Tax or Pre-Tax), Start Date and Payment Amount that you have to setup for your employees.



Payroll Deductions						
LUMP SUM SETUP		UPCOMING PAYOFF		PAYMENT COMPLETED		
Show	10	entries		Search: <input type="text"/>		
MEMBER NAME	SSN	EIN	PAYMENT TYPE	START DATE	PAYMENT AMOUNT	PAYMENT SETUP COMPLETED
State Police, Illinois						
Test Subject 1	XXX-XX-	12-3456789	Pre-Tax	9/30/2021	\$15,190.17	<input type="checkbox"/>
Test Subject 2	XXX-XX-	22-3456789	Pre-Tax	3/31/2022	\$5,205.78	<input type="checkbox"/>

# Lump Sum Setup Warning

The Lump Sum Setup List will display a red warning icon next to the Start Date if the Lump Sum Setup is past due for the employee. Don't be alarmed if you have already setup the deduction but see the red warning icon. It may take Accounting up to two weeks to post the payments. The employee should drop off from the list the next pay period. However, if you haven't setup the deduction, the employee will remain on the list until the payment is received and posted by SRS.

PAYMENT TYPE	START DATE	PAYMENT AMOUNT	PAY
Pre-Tax	9/30/2021 		
Pre-Tax	3/31/2022	\$5,205.78	

Lump Sum Sick and Vacation setup is overdue. Please setup this member's deduction.

# Lump Sum Setup Tracking

The Lump Sum Setup List provides a way for you to keep track of Lump Sum Setup progress for your employees. You can indicate that you have completed the setup by checking the box under Payment Setup Completed column. Once you do that, a tooltip will show you when the setup is completed and who completed the setup. This is especially useful for larger agencies that have multiple payroll coordinators managing the Lump Sum Setup List.

START DATE	PAYMENT AMOUNT	PAYMENT SETUP COMPLETED
9/30/2021 	\$15,190.17	 <input checked="" type="checkbox"/> 
3/31/2022	\$5,205.78	<input type="checkbox"/>

Lump Sum Sick and Vacation Setup Completed by  
Completed by  
on 11/1/2021.

# Upcoming Payoff List

You can access the Upcoming Payoff List by selecting Upcoming Payoff tab. The Upcoming Payoff List displays a list of employees whose receivables are going to pay off within 60 days. The list will display member's name, redacted SSN, EIN, Payment Type (Post-Tax or Pre-Tax), Payoff Date and Final Payment Amount. You may need to make a payroll deduction adjustment on your employees' final payment.

### Payroll Deductions

**PAYMENT GROUP** | **UPCOMING PAYOFF** | PAYMENT COMPLETED

Show  entries Search:

MEMBER NAME	SSN	EIN	PAYMENT TYPE	PAYOFF DATE	FINAL PAYMENT	ADJUSTMENT COMPLETED
<b>State Police, Illinois</b>						
Test Subject	XXX-XX-1234	12-3456789	Post-Tax	11/30/2021	\$219.56	<input type="checkbox"/>

Showing 1 to 1 of 1 entries Previous  Next

# Upcoming Payoff Warning

The Upcoming Payoff List will display a yellow warning icon next to the Final Payment if the employee is missing more than two payments.

PAYMENT TYPE	PAYOFF DATE	FINAL PAYMENT	ADJUSTMENT COM
Post-Tax	11/30/2021	\$219.56 	

Final payment does not pay amount due in full, Please review member's payroll deduction total.

Previous 1

# Upcoming Payoff Tracking

The Upcoming Payoff List provides a way for you to keep track of payment adjustment progress for your employees. You can indicate that you have completed final payment adjustment by checking the box under Adjustment Completed column. Once you do that, a tooltip will show you when the adjustment is completed and who completed the adjustment. This is especially useful for larger agencies that have multiple payroll coordinators managing the Upcoming Payoff List.

FINAL PAYMENT	ADJUSTMENT COMPLETED
\$219.56 !	<input checked="" type="checkbox"/> ⓘ

Previous

Final Payment Adjustment Completed by  
[Redacted]  
on 10/6/2021.

# Payment Completed List

The Payment Completed List displays a list of employees whose receivables have been paid off and the payroll deduction will need to stop. The list will display the member's name, redacted SSN, EIN, Payment Type (Post-Tax or Pre-Tax), and Payoff Date.

Payroll Deductions						
PAYMENT SETUP	UPCOMING PAYOFF	PAYMENT COMPLETED				
MEMBER NAME	SSN	EIN	PAYMENT TYPE	PAYOFF DATE	STOP PAYMENT COMPLETED	
State Police, Illinois						
Test Subject	XXX-XX-1234	12-3456789	Post-Tax	11/30/2021	<input type="checkbox"/>	

Showing 1 to 1 of 1 entries

Previous **1** Next

# Payment Completed Warning

The Payment Completed List will display a red warning icon next to the Payoff Date if the employee has paid in full and has past the payoff date. Don't be alarmed if you have already stopped the payroll deduction for the employee but see the red warning icon. It may take Accounting up to two weeks to post the payments. The employee should drop off from the list the next pay period. However, if you haven't stopped the payroll deductions, please ensure you do that as soon as possible to avoid over payment.

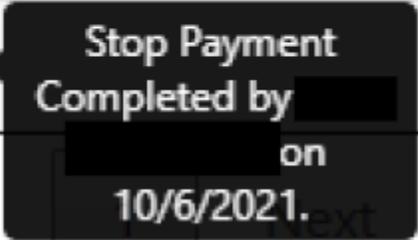
PAYMENT TYPE	PAYOFF DATE	STOP PAYMENT COMPLETED
Post-Tax	9/30/2021	<input type="checkbox"/>

Member's amount due is paid in full. Please stop payroll deductions for this member.

Previous 1 Next

# Payment Completed Tracking

The Payment Completed List provides a way for you to keep track of stop payment progress for your employees. You can indicate that you have completed stop payment by checking the box under Stop Payment Completed column. Once you do that, a tooltip will show you when the stop payment is completed and who completed the stop payment. This is especially useful for larger agencies that have multiple payroll coordinators managing the Payment Completed List.

PAYOFF DATE	STOP PAYMENT COMPLETED
9/30/2021 	 <input checked="" type="checkbox"/> 
	Previous  Next