

## DEDUCTION REFUNDS

Occasionally, an error is made on an employee's deduction. For example, the withholding amount for FICA Medicare or FICA Old Age (social security) may have been too high. Another example of a deduction refund is when an employee has delayed in making a selection for retirement contributions (PERS/TRS/ORP). Money may have accrued in the Retirement Escrow account and, therefore, must be moved to the employee's newly selected retirement account.

### **Contact the Statewide Payroll Accountant before refunding the following:**

- Autodeposit of pay
- Child Support
- Garnishments
- Levies
- TDA's

### **Contact the Statewide Benefits Accountant before refunding the following:**

- ORP
- PERS
- PERS Arrearage and Indebtedness
- RA's
- TRS
- TRS Arrearage and Indebtedness

## HOW TO COMPLETE THE PAYROLL *ADJUSTMENT* FORM

### ***Payroll Adjustment Form Heading***

Circle the appropriate MAU (i.e. UAA, UAF, UAS, or SW)

Enter the employee's TSO/TKL or **Department**.

Enter employee's **Last name, First Name, and Middle initial**

Enter the **Employee ID**

Note the employee's **Work Phone**

### ***PHAADJT***

In the appropriate box enter the **Year** (calendar), **Pay ID** (BW for bi-weekly), **Pay Number** and **Sequence Number** for the adjustment to be entered. Mark the appropriate **Adjustment Action** box. Above the Adjustment Action boxes, write in the **Adjustment Run Number** in which the refund will be processed (refer to the UA Payroll Calendar for the adjustment run number). Under **Calc Method**, mark whether the adjustment is Computer calculated or Manual Calculated. Under **Print Method**, mark whether the check will be computer printed or manual printed (i.e., hand pay). Enter the **Gross** and **Net** pay amounts. Enter the **Position**, **Suffix** number and **Eff Date** (position effective date) for the adjustment.

### ***PHAADJT (PHAHOUR)***

The PHAHOUR form in Banner HR is not used when refunding deductions unless earnings are involved.

### ***PHAADJT (PHCDEDN or PDADEDN)***

If the deduction refund is to be paid through a computer-calculated check, the refund information must be entered in PDADEDN before the adjustment is approved and balanced in PHAADJT. However, if the refund is to be paid through a manually calculated check, the refund information can be entered in the PHCDEDN form through PHAADJT.

Enter the **Deduction** code. Then enter the amount of the refund within brackets to represent a credit to **Employee Amount** and/or **Employer Amount** and **Applicable Gross**. If the refund is a pre-tax deduction, adjust the taxes accordingly. Briefly specify **Reason for Adjustment**. Sign and date the form once all of the appropriate information is completed.

### ***PHAADJT (Document Number)***

If this adjustment is a manual print (handpay check or no check/pay), enter the **Document Number** and the **Priority** number. Note that in Banner HR, the priority number is always 1.

### ***PEAEMPL***

Usually, if you are refunding deductions, a leave adjustment will not need to be done. However, if a leave adjustment is required, complete the **Adjust Hours Taken/Accrued** and **New Current Available** portions of the form. In the adjustment process, leave hours must be adjusted manually, as well as being recording on the PHAHOUR form through PHAADJT.

### **DATA ENTRY**

Refer to the Adjustment Entry procedures in the Banner HR Payroll procedures.

payroll.deductions.deduction\_refunds.pdf