

Updating Deductions After Opening Timesheet

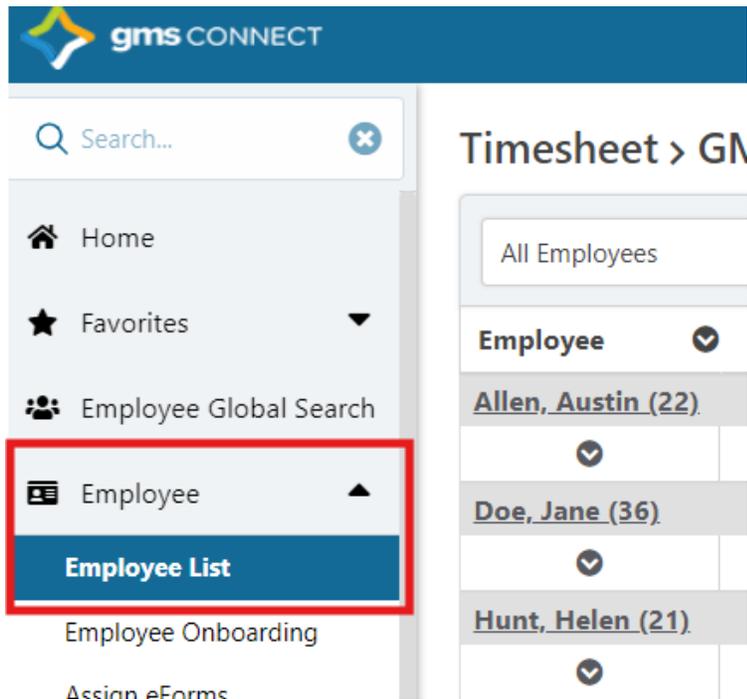
If deductions need updated after opening timesheet, please follow the below steps.

1. Click on the employee's name in the timesheet, to navigate to their Employee Card.
OR Click on Employee > Employee List on the left tool bar to choose the employee

Timesheet > GMS DEMO (981000000216)

All Employees -- ALL OTHER PAY -- SEARCH... [Return] [Submit] [Options] [Reports] [Settings] [Help]

Employee	Regular Hours	OT Hours	Bonus - Reg \$	Commission - Reg \$	PTO	Rate	Other Pay	Other Hours	Other Amount
Allen, Austin (22)	0.0000	0.0000	0.00	0.00				0.0000	0.00
	0.0000	0.0000	0.00	0.00	0.00	16.0000	⚠	0.0000	0.00
Doe, Jane (36)	0.0000	0.0000	0.00	0.00				40.0000	1923.08
	0.0000	0.0000	0.00	0.00	0.00	48.0770	Salary	40.0000	1923.08



The screenshot shows the GMS CONNECT interface. On the left is a navigation menu with options: Home, Favorites, Employee Global Search, Employee (highlighted with a red box), Employee List (highlighted with a red box), Employee Onboarding, and Assign eForms. On the right, the 'Timesheet > GM' page is shown with a dropdown menu for 'Employee' containing the following options: Allen, Austin (22), Doe, Jane (36), and Hunt, Helen (21).

2. Click on the Deductions tab
Update or Enter the deduction.
Save

Profile Tax Setup Direct Deposit Time Off Scheduled Pay **Deductions** Dependents/Beneficiary Events Attachments Checks YTD W2/1099/ACA

Custom Fields Notes Internal Setup Allocations Multiple Pay Rates

Type	Deduction	Coverage	Start	Stop	EE Per Pay	EE Rate	ER Per Pay	ER Rate
401k Traditional	401K-Client	EE	08/28/2024		0.00	4.0000	0.00	0.0000
Garnishment	Garnishment	EE	06/05/2024		183.14	0.0000	0.00	0.0000
Loan Repayment	Advance w/ Goal	EE	05/15/2024		200.00	0.0000	0.00	0.0000
Medical	C-MED125	EE	07/16/2024		150.00	0.0000	0.00	0.0000

Deduction: Advance w/ Goal Inactive

Start Date: 05/15/2024 Stop Date:

Deduct In: All Pay Periods Vendor Ref #: Loan Number: Subscriber ID:

Pay Period Amount

Employee Amount: 200.00 Periods Remaining: 2

Employee Goal

Goal: 500.00 Paid: 150.00 Balance: 350.00

Shortfall

Balance: 200.00 Repay Per Period: 0.00 Don't take shortfalls

Delete Save

3. Go back to the timesheet

Click the Payroll Notes icon in the top right corner

Enter a note to inform the payroll rep to reload deductions before sending payroll out for approval.

Click Close

All Employees -- ALL OTHER PAY -- SEARCH... Return Submit Options Reports

Employee	Regular Hours	OT Hours	Bonus - Reg \$	Commission - Reg \$	PTO	Rate	Other Pay	Other Hours	Other Amount
Allen, Austin (22)	0.0000	0.0000	0.00	0.00				0.0000	0.00
	0.0000	0.0000	0.00	0.00	0.00	16.0000		0.0000	0.00

Payroll Notes



Notes
Please reload deductions

✕ Close