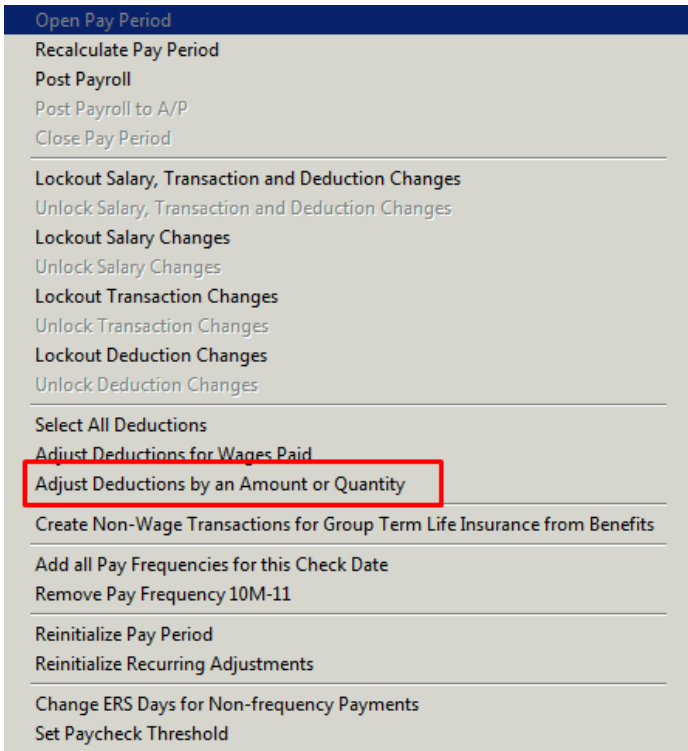


½ payroll with ½ deductions

Frequency would have a weight as .50 on the payroll(s) you only want ½ pays on

Then add payroll and open the payroll.

Once payroll is open, do Modify and click on BOB, select “Adjust Deductions by Amount or Quantity”



Select a Deduction Group (you can do this process as many times as necessary)

If you want all deduction codes under the group, leave blank

Amt or quantity, and Method should be the options in picture below.

Make sure OVERRIDE is selected.

You can click OK for a report or do UPDATE and review on the screen.

Once in UPDATE you can deselect employees if necessary.

Once you click OK, the records will be changed for this payroll only

