

QUICK REFERENCE GUIDE -PRE-PAYROLL MESSAGES, EE HAS NO DEDUCTION

This Quick Reference Guide will help HR Partners/Payroll Processors determine why they are seeing the Pre-Payroll Message “EE Deduction Not Taken”.

The excerpt below is from the Payroll Certification Mini Manual <https://das.nebraska.gov/accounting/mini-manual.html>.

Review Payroll Messages

Payroll Certifiers should review the payroll message screen to ensure that all errors or potential problems have been resolved. This review should be conducted EVERY TIME the payroll is processed, and the appropriate corrections or adjustments should be made before certifying your payroll. Usually, the agency payroll clerk or agency payroll supervisor will have corrected these issues, but it is the responsibility of the Certifier to verify the messages have been resolved. If the Payroll Certifier finds a message that needs resolution, he should contact the Payroll Supervisor.

- Path: Payroll > Payroll Processing > Pay Cycle Workbench
- Remove your ID from the User ID field (in the upper right-hand corner)
- In QBE line for Payroll ID enter your agency number followed by an asterisk (*)
- Click on Find

The screenshot shows the Oracle Pay Cycle Workbench interface. At the top, the Oracle logo and the name 'ROESLER, LYND' are visible. Below the title bar, there are navigation icons for Select, Find, Close, Form, Row, and Tools. The main area contains a search form with 'Payroll ID' and 'User ID' fields. The 'User ID' field contains 'LROESLE'. Below the search fields are three radio buttons: 'Both Versions' (selected), 'Pre-Payroll Versions', and 'Interims Only Pre-Payroll Versions'. A message box states 'No records found.' Below this is a table with columns: Payroll ID, Description, User ID, Payment Date, Pay Cycle Code, Pre-Payroll, Check, Auto Dep Adv, Auto Deposit, Journal Entries, Reports, Final Update, and Version. The first row of the table has '05*' in the Payroll ID column.

- Highlight the Payroll ID
- Go to Row > Pre-payroll > Review Messages

The screenshot shows the Oracle Pay Cycle Workbench interface. At the top, the Oracle logo and the name 'ROESLER, LYND' are visible. Below the title bar, there are navigation icons for Select, Find, Close, Form, Row, and Tools. The main area contains a search form with 'Payroll ID' and 'User ID' fields. The 'User ID' field is empty. Below the search fields are three radio buttons: 'Both Versions' (selected), 'Pre-Payroll Versions', and 'Interims Only Pre-Payroll Versions'. A message box states 'Records 1 - 2'. Below this is a table with columns: Payroll ID, Description, User ID, Payment Date, Pay Cycle Code, Pre-Payroll, Check, Auto Dep Adv, Auto Deposit, Journal Entries, Reports, Final Update, and Version. The first row of the table has '03BW' in the Payroll ID column and 'AGENCY 03 BIMEEELY' in the Description column. The second row has '03M' in the Payroll ID column and 'AGENCY 03 MONTHLY' in the Description column. A context menu is open over the 'Review Messages' option, with other options like 'Pre-Payroll Payments', 'Journal Entries', 'ADP Files', 'Reports', 'Final Update', 'Payment Review', 'Dist. Review', 'Reports Setup', 'Print Setup', 'Execution Control', 'Payroll Parameters', and 'Process Multiple'.

Below is a list of the most common errors that appear on the message screen:

- **Autopay Timecard in Error:** Check to make sure the employee’s standard hours worked and that they have the correct pay. Generally, this error does not lead to any pay problems.
- **Employee has Gross-to-Net Error:** This error MUST be fixed before proceeding with payroll process. It occurs when the employee’s gross wages minus the taxes and deductions did not equal the net wages. Can usually be found on the payroll register using the Find option.

QUICK REFERENCE GUIDE -PRE-PAYROLL MESSAGES, EE HAS NO DEDUCTION

- **EE Deduction Not Taken:** Employee has insufficient gross pay to cover all of the deductions. Certain deductions MUST be paid (i.e., health, dental, etc.). Check to see whether deductions can be made up next payroll or whether employee must write a check to cover the deductions.
- **EE Wage Attach Reduced by Rule:** Do not need to worry about this. It indicates the gross pay wasn't enough to cover garnishments, liens, or child support. State Accounting is responsible for these items.
- **Terminated Employee Paid:** This indicates that there is an employee on the payroll with a pay status of 9. In most cases this is okay, but you should check the employee anyway to ensure they are not being paid for wages they are not eligible for.
- **Job Does Not Qualify:** Indicates that the pay start date is after the pay period ending date or the pay stop date is before the beginning of the pay period. This generally shows for new hires but also shows for a terminated employee that was reactivated for some reason. If the employee is supposed to receive wages on the payroll, you will have to correct the pay start/stop dates in order to pay them.
- **Hours:** When entered in excess or less than the number entered in the Pay On Standard Hours field, the message will appear warning of the problem. This is not a critical error but one that needs to be reviewed to ensure accuracy and correctness.

If HR Partners/Payroll have a Teammate with the "EE Deduction Not Taken" message, they need to review the time collection system to see why no hours were recorded for the listed Teammate(s). See example below of Pre-Payroll Messages. The Teammates Address Number will be listed on the report. It has been redacted in the example below.

Payroll ID	User ID	Address Number	Alpha Name	Description	Description	Gross Pay	Gross Pay	Hours	Gross Pay	P/R Lock ID	Check Control	PDBA Code
03M				EE DEDUCTION NOT TAKEN		8.58					14760432	3717
03M				EE DEDUCTION NOT TAKEN		13.28					14760256	3717
03M				EE DEDUCTION NOT TAKEN		57.4					14760256	3561
03M				EE DEDUCTION NOT TAKEN		57.4					14760432	3561
14M				JOB DOES NOT QUALIFY								
14M				EE WAGE ATTACH REDUCED BY RULE		375.82					15182161	1029
64M				EE DEDUCTION NOT TAKEN		61.72					15197557	6020
64M				EE DEDUCTION NOT TAKEN		100					15197557	1350
29BW				TERMINATED EMPLOYEE PAID						29BW	15218477	
				EE LOCKED TO ANOTHER PAYROLL								

Also, every time a pre-payroll is run, the processor will get a notification email from JD Edwards. If there are errors on the payroll the subject line of the email would read, for example, "Error: Job R07200 BW** Completed With Errors". The ** would be the Agency number, for example DAS would be 65, NDOT would be 27. These errors need to be identified and corrected before payroll is completed.

If all hours for the Teammate were recorded in the time collection system as unpaid FMLA, unpaid Workers Comp, or Leave Without Pay, then there would be no paid hours to pay Benefit deductions. Teammates, Supervisors, and HR Partners need to be working together to ensure that the appropriate hours are recorded in the time collection system for Teammates when they are out on approved leave.

- Example: If a Teammate is out on approved FMLA they would have elected which Benefit plans they want to remain active while they are out on the approved leave. The appropriate number of accrued leave hours would need to be recorded in the time collection system to pay the premiums due for each payroll they are on leave. The HR Partner/Payroll need to work with the Teammate prior to their leave to determine if they will have enough accrued leave hours to pay their premiums via payroll deduction for the length of their leave.

QUICK REFERENCE GUIDE -PRE-PAYROLL MESSAGES, EE HAS NO DEDUCTION

If it is determined that the Teammate will exhaust accrued leave hours while out on FMLA or Workers Comp, then the HR Partner/Payroll would need to inform the Teammate of the amount that is due to pay their premiums via Direct Payment. The Direct Payment, for the full month’s premiums, is due by the first of the month in which they are due.

When Teammates are out on an Unpaid Unprotected Leave, the following applies. Per page 40 of the Employee Wellness & Benefits Insurance Manual (see below), if an employee is in an unpaid leave of absence that is not Workers Comp or FMLA, and the leave is greater than 14 consecutive calendar days, coverage ends on the last day of the month following 14 days of continuous leave.

8.04 Unpaid Leave Of Absence: Other than Workers Compensation & FMLA

Agencies may grant employees an unpaid leave of absence, not to exceed one year. If the employee returns in the same month in which they left, benefits do not cease. See Personnel Rules for details.

NOTE: Effective September 1, 2014, benefits coverages are only affected when an Unpaid Leave of Absence extends longer than 14 consecutive calendar days. This replaces the 10 working day period.

UNPAID LEAVE OF ABSENCE			
Health Plan	Dental & Vision	Life & LTD	FSA
If 14 calendar days or less, coverage continues. If >14 calendar days, coverage ends on the last day of the month following 14 days of continuous leave.	If 14 calendar days or less, coverage continues. If >14 calendar days, coverage ends on the last day of the month following 14 days of continuous leave	Life – If medical leave, coverage continues up to 12 months if premiums paid by employee. If non-medical, coverage ends on the last day of the month following the date when leave began. LTD – If medical leave, coverage continues throughout elimination period if employee pays premium. If non-medical, coverage ends on last day of active at work (or vacation pay).	If 14 calendar days or less, coverage continues. If >14 calendar days, coverage ends on the last day of the month following 14 days of continuous leave. RTW (1) keep per pay and reduce annual election or (2) keep annual election and increase per pay to make up contributions.

The following processes will be followed for employees on an unpaid leave of absence for reasons other than Workers Compensation or Family & Medical Leave (FMLA).

When Benefits End

Health, Dental, Vision, and FSA

If leave is 14 continuous calendar days or less

- a. Benefits continue.

If leave is 14 continuous calendar days or more

- a. Coverage ends on the last day of month following 14 days of continuous leave.
 - Employees will need to make payments either on their last paycheck or by personal check prior to last day of active work.
 - HR partners will end all benefits in the Employee Work Center.

QUICK REFERENCE GUIDE -PRE-PAYROLL MESSAGES, EE HAS NO DEDUCTION

- b. If enrolled in Flexible Spending Account, notify Employee Wellness & Benefits of the dates the employee is on unpaid leave of absence so dates can be forwarded to the third party administrator.

Life Insurance

- a. If medical leave, coverage continues 12 months as long as premiums are paid.
- b. If non-medical leave, coverage continues only until the end of the month after the month in which the unpaid leave of absence begins, as long as premiums are paid.

Example: Unpaid leave begins June 15, then coverage through July 31.

LTD Insurance

- a. If medical leave, premiums must be collected through elimination period and until LTD claim approved.
- b. If the leave is not for the employee's medical condition, coverage ends the last day the employee was active at work (vacation time is considered active at work). Employee may apply for Portability. See Chapter 12 for details.

If an employee goes into an unpaid, unprotected leave, accrued sick and vacation leave cannot be used incrementally to delay the start of counting the 14 consecutive calendar days in an unpaid leave of absence status.

Even though an employee may be earning sick or vacation, and it is applied to a payroll, it cannot be counted as being in a paid status, delaying the start of counting the 14 days. The employee must be working at least 20 hours a week to remain in a benefit eligible status.

- Example, if an employee's first day in an unpaid unprotected Leave of Absence (LOA) was 12/4, then their 15th day in an unpaid LOA status would be December 18th, and their plans would end December 31st. They would be offered COBRA coverage effective January 1st.

The HR Partner/Payroll would need to enter a Benefit Change-LWOP Ending all Benefits event in Workday. December 18th would be the effective date of the event.

If the employee came back to work in December, then their plans would not end December 31st.

Full information on how Benefits are affected when employees are out on leave can be found in the Employee Wellness & Benefits Program HR Administration Guide for Benefits, Revised September 2015.

A link is provided below where HR Partners can find information to determine if their employees are out on an unpaid unprotected leave of absence.

Time & Pay History Detail Report

Please ctrl + click to open the link, and read "Time & Pay History Detail Report"

[Human Resources & Payroll TRAIN](#)

DBA 260 = LVE W/O PAY

DBA 470 = SUSP-WO PAY

DBA 525 = MLTRY NO \$

Review the report to identify employees who are out in an Unpaid Leave of Absence status. The report can be filtered by employee, if viewed in CSV/Excel. If they have been out in an Unpaid unprotected leave for more than 14 consecutive calendar days their benefits will be affected as stated above, and in the Employee Wellness & Benefits Program HR Administration Guide for Benefits, Revised September 2015.