



## Deduction and Fringe Frequency Update

**Please Note:** Unless you are actively using frequencies, this update will not impact you.

Changing calendar dates and multiple payroll cycles are becoming more and more common. In an effort to create consistency around deductions and to reduce confusion, we are making a mass update to the Frequencies of Deductions and Fringes. Frequencies control how often an event occurs. If you look on the deductions tab, you will notice a wide variety of frequencies. The most commonly used frequencies are below.

Frequency	Description
None/Blank	Occurs EVERY Paycheck
W	Occurs every 7 days
B	Occurs every 14 days

The issue with these frequencies is that they do not account for changes in the payroll schedule. For Example, let's assume you normally pay on Mondays, you have a W (weekly) frequency set, and a payroll processed with a deduction occurring on the 18th in the calendar below. The next regularly scheduled payroll on the 25th was changed to the 22nd, because the office was going to be closed on the 25th. In this scenario, a deduction set to a frequency of W would not occur again on the 22nd, because the new check date of the 22nd is less than 7 days from the prior check date of the 18th.

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

To accommodate this scenario, the frequency **1Pay** should be used. This is a **ONCE** per **Payroll** frequency (once per check date). This frequency will prevent a deduction from being taken out of second checks if an employee receives multiple checks, but will also allow for deductions to be taken if the payroll schedule is changed as described in the scenario above.

We recommend that the **1Pay** frequency should be used for any deduction that is a flat amount. Please use this new frequency as you add new deductions to the system. We will also have a validation check in case you forget to add it which will monitor the frequencies and update them for you as necessary.

**Please Note: Our new online Payroll & HRIS portal deduction wizard manages frequencies as they are added! If you are not on the online portal and would like a demo or to learn more please contact us at: [info@hsapayroll.com](mailto:info@hsapayroll.com).**

We will be automatically updating all deductions and fringes in the database as described below:

Frequency	Calc Code	New Frequency
None	Flat	1Pay
W	All	1Pay
B	All	1Pay
S	All	1Pay

**We will be making this update on Friday, September 7, 2018 at 3PM. Please let us know if you do not wish to have your system updated.**

Example:

Current:

Code	Description	Amount	Comments
401k	401k	75.00/B	Paid to 401K
Child	Child Support	10%	Paid to Child

Updated:

Code	Description	Amount	Comments
401k	401k	75.00/1Pay	Paid to 401K
Child	Child Support	10%	Paid to Child

If you have any questions or concerns, please contact us or email [support@hsapayroll.com](mailto:support@hsapayroll.com)

**Thank You for Choosing HowardSimon!**