

<b>Title</b>	<b>BOP Double Deductions</b>
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<b>Get help with this process</b>	Shared Payroll Center
<b>Processes</b>	PZRHLTW
	PDAEDN
	NA
	NA
	NA

**Description:**

During the implementation of Banner HR, BOP created a document to help the HR and Payroll staff understand when benefits should be double deducted based on the employees hire date.

**Reference Information:**

The chart below documents when a double deduction needs to occur. PZRHLTW also provides for a comment that will state a possible double deduction is due. It is the responsibility of the HR/Payroll Staff to complete the double deduct on the Add/Replace Tab on PDAEDN.

**Pay Period 22nd - 21st**

**January 22-31 - 1st check in February for March coverage**

<u>Hire date</u>	<u>Effective</u>	<u>Payment</u>
1/22	2/23	Double
1/23	2/24	Double
1/24	2/25	Double
1/25	2/26	Double
1/26	2/27	Double
1/27	2/28	Double
1/28	3/1	Single
1/29	3/1	Single
1/30	3/1	Single
1/31	3/1	Single

**February 22-28 - 1st check in March for April coverage**

<u>Hire date</u>	<u>Effective</u>	<u>Payment</u>
2/22	3/23	Double
2/23	3/24	Double
2/24	3/25	Double
2/25	3/26	Double
2/26	3/27	Double
2/27	3/28	Double
2/28	3/29	Double

**March 22-31 - 1st check in April for May coverage**

<u>Hire date</u>	<u>Effective</u>	<u>Payment</u>
3/22	4/23	Double
3/23	4/24	Double
3/24	4/25	Double
3/25	4/26	Double
3/26	4/27	Double
3/27	4/28	Double
3/28	4/29	Double
3/29	4/30	Double
3/30	5/1	Single
3/31	5/1	Single

**April 22-30 - 1st check in May for June coverage**

<u>Hire date</u>	<u>Effective</u>	<u>Payment</u>
4/22	5/23	Double
4/23	5/24	Double
4/24	5/25	Double
4/25	5/26	Double
4/26	5/27	Double
4/27	5/28	Double
4/28	5/29	Double
4/29	5/30	Double
4/30	5/31	Double

**May 22-31 - 1st check in June for July coverage**

<u>Hire date</u>	<u>Effective</u>	<u>Payment</u>
5/22	6/23	Double
5/23	6/24	Double
5/24	6/25	Double
5/25	6/26	Double
5/26	6/27	Double
5/27	6/28	Double
5/28	6/29	Double
5/29	6/30	Double
5/30	7/1	Single
5/31	7/1	Single

**June 22-30 - 1st check in July for August coverage**

<u>Hire date</u>	<u>Effective</u>	<u>Payment</u>
6/22	7/23	Double
6/23	7/24	Double
6/24	7/25	Double
6/25	7/26	Double
6/26	7/27	Double
6/27	7/28	Double
6/28	7/29	Double
6/29	7/30	Double
6/30	7/31	Double

**July 22-31 - 1st check in August for September coverage**

<u>Hire date</u>	<u>Effective</u>	<u>Payment</u>
7/22	8/23	Double
7/23	8/24	Double
7/24	8/25	Double
7/25	8/26	Double
7/26	8/27	Double
7/27	8/28	Double
7/28	8/29	Double
7/29	8/30	Double
7/30	8/31	Double
7/31	9/1	Single

**August 22-31 - 1st check in September for October coverage**

<u>Hire date</u>	<u>Effective</u>	<u>Payment</u>
8/22	9/23	Double
8/23	9/24	Double
8/24	9/25	Double
8/25	9/26	Double
8/26	9/27	Double
8/27	9/28	Double
8/28	9/29	Double
8/29	9/30	Double
8/30	10/1	Single
8/31	10/1	Single

**September 22-30 - 1st check in October for November coverage**

<u>Hire date</u>	<u>Effective</u>	<u>Payment</u>
9/22	10/23	Double
9/23	10/24	Double
9/24	10/25	Double
9/25	10/26	Double
9/26	10/27	Double
9/27	10/28	Double
9/28	10/29	Double
9/29	10/30	Double
9/30	10/31	Double

**October 22-31 - 1st check in November for December coverage**

<u>Hire date</u>	<u>Effective</u>	<u>Payment</u>
10/22	11/23	Double
10/23	11/24	Double
10/24	11/25	Double
10/25	11/26	Double
10/26	11/27	Double
10/27	11/28	Double
10/28	11/29	Double
10/29	11/30	Double
10/30	12/1	Single
10/31	12/1	Single

**November 22-30 - 1st check in December for January coverage**

<u>Hire date</u>	<u>Effective</u>	<u>Payment</u>
11/22	12/23	Double
11/23	12/24	Double
11/24	12/25	Double
11/25	12/26	Double
11/26	12/27	Double
11/27	12/28	Double
11/28	12/29	Double
11/29	12/30	Double
11/30	12/31	Double

**December 22-31 - 1st check in January for February coverage**

<u>Hire date</u>	<u>Effective</u>	<u>Payment</u>
12/22	1/23	Double
12/23	1/24	Double
12/24	1/25	Double
12/25	1/26	Double
12/26	1/27	Double
12/27	1/28	Double
12/28	1/29	Double
12/29	1/30	Double
12/30	1/31	Double
12/31	2/1	Single

**Related Documents:**

Review under the Technical Training, PZRHLTW. This is the interface that loads from BOP to PDADEDN. It notifies of possible double deductions as well.

**Links:**

NA