SCP Payroll Deduction Submission

For each reporting period, you will submit a SCP payroll deduction submission to reflect all members who currently have a service credit purchase in progress.

This creates the liability in the Payment Remittance application for you to submit the payment.

**Steps:**

1. Select the SCP Payroll Deduction Submission menu item.
2. The system displays the SCP Payroll Deduction Submission screen.
3. Select the Contribution Cycle Code from the drop-down.
4. Enter the Pay Date.
5. Click New SCP Payroll Deduction Submission.

**Please Note:**

In the SCP Payroll Deduction Submission panel, you see SCP payroll deduction submission records, which you can open to view.

The Advanced Search panel allows you to search all submissions by member or contribution cycle code.

**Tip:**

An employee can have an SCP Payroll Deduction in multiple contribution cycle codes.
Starting a new submission takes the user to the **Payroll Deduction Maintenance** screen. This screen shows all members who have agreed to a service credit purchase and are using payroll deductions for the specified contribution cycle code.

**Please Note:**
As of January 1, 2019, all NEW employee service credit purchase payroll deduction plans are post-tax and need to be entered as post-tax.

All records will automatically show in the **Payroll Deduction Information** panel. As long as there are no records that need to be excluded, you will submit the record as-is.

**Steps:**

6. Click **Submit**.

**Tip:**
If a member has more than one purchase in progress, both purchases will be reflected separately in the Payroll Deduction Information panel.
Excluding Records

If an individual from the payroll deduction needs to be excluded, it must be done prior to submitting the payroll deduction.

Steps:

1. Check the box next to the individual to be excluded. You must check the box next to the individual’s purchases if the individual has more than one in progress.

2. Click Exclude.
By selecting a record to be excluded, it moves the record down to the **Payroll Deduction Excluded** panel.

To complete this process, select a reason to exclude the record. The options available are: Deceased, Leave, Retired, or Terminated.

**Steps:**

3. Select the exclusion reason from the drop-down menu.

4. Once all records are complete, click **Submit**.

**Tip:**
If it was a mistake to exclude a record, select the checkbox and click Include to move the record back to the Payroll Deduction Information panel, then submit the record.
Advanced Search

The Advanced Search panel is located on the right side of the SCP Payroll Deduction Submission page. This is a good place to look at all service credit purchases in progress.

Steps:

1. Click Advanced Search.

This opens the SCP Payroll Deduction Lookup screen.

2. Enter the Search Criteria (this scenario is filtering by Service Credit Type).

3. Click Search.
The results will display what contribution cycle code the member’s deductions are listed under, the member’s name, service credit type, deduction amount, and how many payments remain.

From this screen, you also can use the **Export to Excel** feature, which is useful to create reports for your organization on service credit purchases in progress. To do this, select the records you wish to export, and click **Export to Excel**.