

Clarity - Setting up Declining Balance Payroll Categories

Setting up Declining Balance Payroll category – for purpose of Garnishee, Employee Loan, Employee Advance

To set up garnishee or to deduct Employee contributions towards the loan or the advance payment a deduction payroll category can be setup.

Steps:

1. Go to setup> Payroll setting> Payroll Category.
2. Click on Add (+) button and choose deduction.
3. Under the type category select Declining Balance.
4. Save.

Payroll category

Category: Deduction Number: 436 Name: Garnishee

List General Form assignments Advanced Other

Basic information

Number: 436

Name: Garnishee

Abbreviation: Garnishee

Type: Declining balance

Deduct before ...

	Category	Number	Name
<input type="checkbox"/>	T	300	Federal income tax
<input type="checkbox"/>	T	305	Québec income tax
<input type="checkbox"/>	T	307	Ontario income tax
<input type="checkbox"/>	T	334	New Brunswick income tax

Flags

☒ Show on paystub

☒ Default to new employee

☐ Reset at yearend

☐ Used for job costing

☐ Used for payroll quick entry

Duplicate Close Help

5. Go to Employee > Master Paycard.
6. Select the employee from the List tab to which you want to apply this payroll category.
7. Go to Deductions Tab.
8. Click on Add deduction and choose the payroll category you just added.

Under the Opening frame in the Declining balance field you can enter the total loan amount or the total Garnishment the employee has to pay. Under the Default per pay frame in the Amount field enter the amount which employee will pay every payroll run.