

Chapter 9

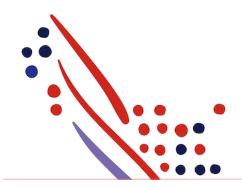
Frequently Asked Questions

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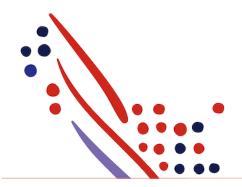
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Chapter 9

Frequently Asked Questions

Question 1: How does Goal Amount work for an employee?

Answer: If the goal amount is added to a deduction (for example, **D - DENTAL**), then the deduction **DENTAL** will be applied in payroll until the deduction amount reaches the goal limit amount. After it reaches that amount, the deduction will not be applied from the next payroll (**GOAL #**). There are total eight goals (1 to 8) for every employee. Each goal is restricted to only one deduction. For example, if the goal #: 1 is applied in deduction **DENTAL** then the same **Goal ID** cannot be applied to any other deduction.

Question 2: What is the difference between Goal Amount, Balance, and Amount to Date?

Answer:

- **Goal Amount** The maximum limit of a deduction. For example, if the deduction amount is \$10 and the **Goal Amount** is \$100, then the deduction is applied in payroll until a total of \$100 is deducted.
- Balance The remaining amount which is to be still deducted from the Goal Amount.
- Amount to Date The amount deducted until the current pay cycle.

Question 3: If the Deduction is already applied for an employee, how do you adjust the Overall Goal Amount?

Answer: If the deduction is already running during every payroll without any goal amount but now the user wants to add a goal amount, then the user should include **Amount to Date** if it's from the ADP Vantage HCM UI. This means the amount entered in this field has already been deducted.

After this is completed, the **New Balance** amount in the ADP Vantage HCM UI will be displayed in **Balance**, which will be auto-calculated by deducting the amount given in the **Amount to Date** from actual **Goal Amount**.

For example, if Deduction DENTAL is already running in every payroll and a total of \$50 is deducted, the total Goal Amount is \$500.

If the user wants to adjust the deduction goal limit amount, then \$50 is entered in **Amount To Date**. After this is completed, the **New Goal Balance** is \$450, which is automatically calculated.

This can only be done through the UI as API does not support Amount to Date and Balance fields.

Question 4: How do I keep deduction records in sync with ADP Vantage HCM and the My\[partner\] application?

Answer:

- To retrieve all deductions, including both future effective deductions, for both the **Active** and **Inactive** status, do the following:
 - 1. Retrieve all deductions for each employee for the enrollment. For more information, see Chapter 2 Use Case: Retrieving Payroll Instructions (Payroll Instruction API).
 - 2. For each deduction record in your (partner) system, compare the records retrieved from ADP Vantage HCM. For example, the **inactiveIndicator**, **deductionStartDate**, and so on.
- To START or CHANGE enrollment, do the following:
 - 1. Case 1: What if there are no effective deductions available? Add the deduction by using POST .start with the effective date and amount. For more information, see Chapter 4 Use Case: Starting a General Deduction Instruction.
 - 2. Case 2: What if deductions are available but have the same deduction amount? Do nothing.

- 3. Case 3: What if deductions are available and there are different deduction amounts? Update the deduction by using POST .change with the effective date and amount. For more information, see Chapter 5 Use Case: Changing a General Deduction Instruction.
- To Stop enrollment, do the following:
 - 1. Case 1: What if there are no effective deductions available? Do nothing.
 - 2. Case 2: What if deductions are available? Stop the deduction using POST .stop using effective date and item ID. For more information, see Chapter 6 Use Case: Stopping a General Deduction Instruction.