Chapter 9

Frequently Asked Questions

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Chapter Contents

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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.