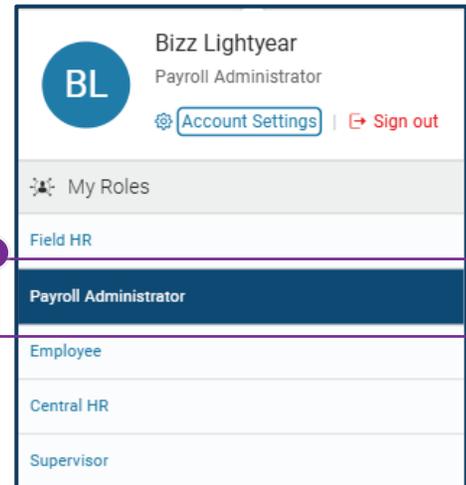# Deduction Register Management (REGDED)

Instructions

REGDED

Use to view payroll deductions. This includes direct deposits, garnishments, family court, etc.
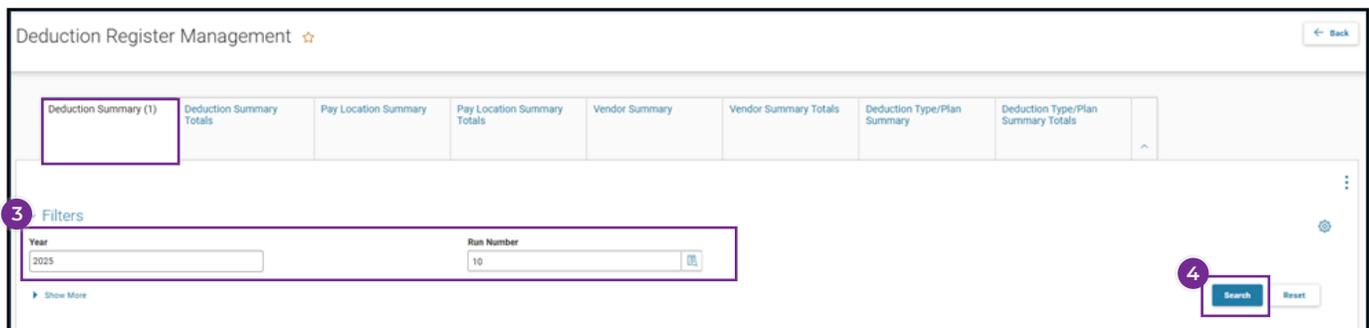
1. From **My Profile**, select the **Payroll Administrator** role.

2. From the **Global Navigation** search bar, type REGDED for Deduction Register Management.
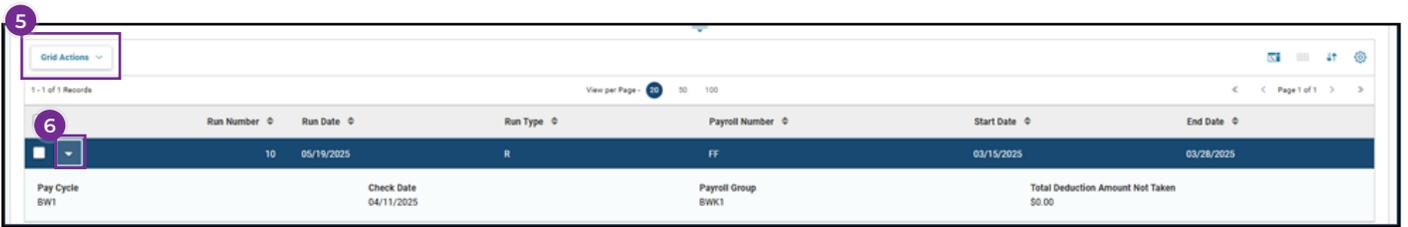

3. On the **Deduction Summary** tab, under the Filters section, add the **Year** and **Run Number**. If you're unsure of the Run Number, select from the pick-list. 📄
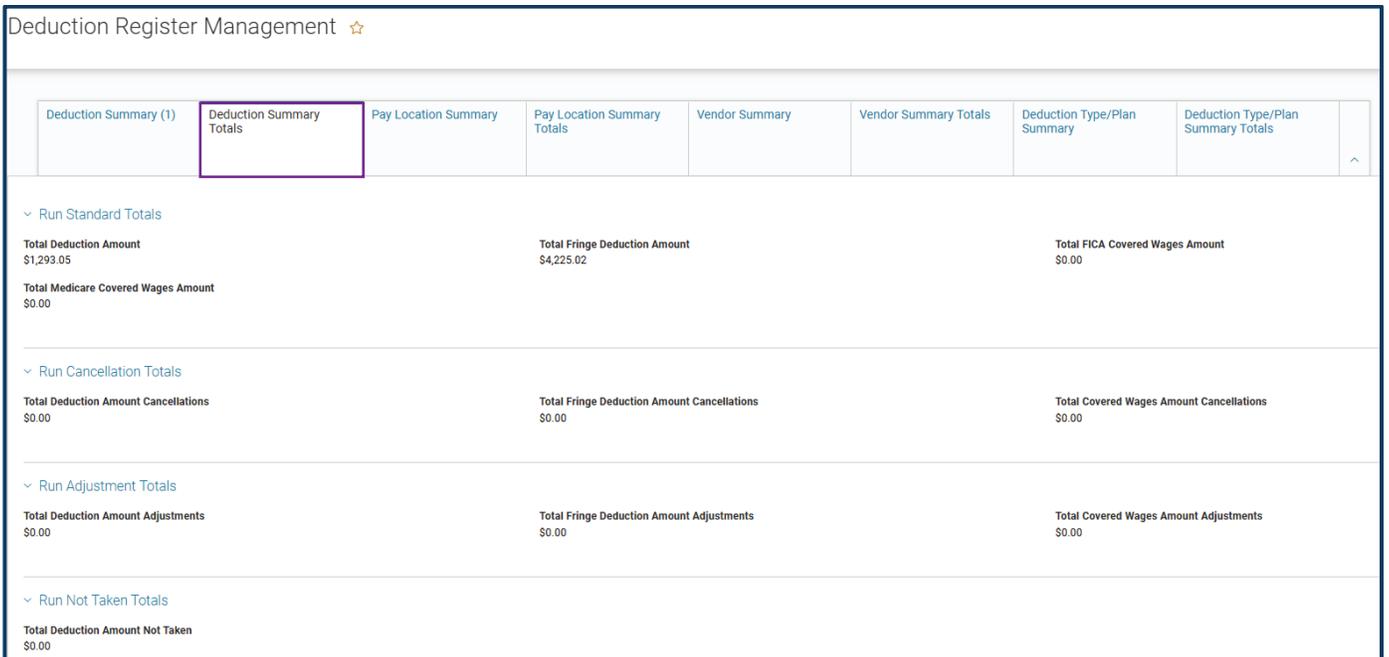
4. Click **Search**.

5. View results in **Grid Actions**.

6. Click **Expand** ▶ to view additional information.

Click on the **Deduction Summary Totals** tab to view the results.

Pay Location Summary tab

1. Under **Filters** section, enter the **Year**, **Run Number** and **Pay Location**.

2. Click **Search**.

3. View results in **Grid Actions**.

Deduction Register Management ☆

| Deduction Summary (1) | Deduction Summary Totals | Pay Location Summary | Pay Location Summary Totals | Vendor Summary | Vendor Summary Totals | Deduction Type/Plan Summary | Deduction Type/Plan Summary Totals | ^ |

1 ⌄ Filters ⚙

Year	Run Number	Pay Location
2025	10	102

▸ Show More

2 Search   Reset

Grid Actions ⌄

0 Records   View per Page - 20 50 100   ‹ ‹ Page 0 of 0 › ›

☐	Run Number ⇕	Run Date ⇕	Pay Cycle ⇕	Payroll Group ⇕	Payroll Number ⇕	Pay Location ⇕
			No Records Found			

View results on the **Pay Location Summary Totals** tab.

Deduction Register Management ☆

| Deduction Summary (1) | Deduction Summary Totals | Pay Location Summary | Pay Location Summary Totals | Vendor Summary | Vendor Summary Totals | Deduction Type/Plan Summary | Deduction Type/Plan Summary Totals | ^ |

⌄ Pay Location Standard Totals

Total Deduction Amount	**Total Fringe Deduction Amount**	**Total FICA Covered Wages Amount**

| **Total Medicare Covered Wages Amount** | | |
| - | | |

⌄ Pay Location Cancellation Totals

Total Deduction Amount Cancellations	**Total Fringe Deduction Amount Cancellations**	**Total Covered Wages Amount Cancellations**

⌄ Pay Location Adjustment Totals

Total Deduction Amount Adjustments	**Total Fringe Deduction Amount Adjustments**	**Total Covered Wages Amount Adjustments**

⌄ Pay Location Not Taken Totals

Total Deduction Amount Not Taken