PDADEDN – Employee Benefit/Deduction Form

Selecting an Eligible Deduction

A change to the PTRBCAT form requires a change to the way users select an Eligible Deduction on the PDADEDN form. Users will need to use the Select icon instead of double-clicking to select a deduction code.

- 1. From PDADEDN enter an ID that you wish to edit.
- 2. Choose the **Deduction:** drop down list.
- 3. On the Option List select "Eligible Deductions (PTRBCAT)"
- 4. Select (highlight) the deduction code.
- 5. Click the "Select" icon on the menu bar

Third icon from the left, below and between the Edit and Options menus.

This will exit PTRBCAT and return to PDADEDN with the selected deduction code

Category Description: Complementary Flex Amount:						
or						
•						
•						
•						
-						
-						
-						
-						

6. On PDADEDN, use Block Next (<CNTL> Page Down) to view deduction details.