

**Help Files**  
Click the information icon to access step-by-step instructions for this particular menu.

**Search**  
Search by **Employee #** or **Name**.

**Select**  
Click this icon to select a deduction.

**Deduction Refund**  
This menu allows users to refund deductions that were previously taken in error. Using this option to refund the deduction will return the employee's money, update earnings/deduction history correctly, handle taxes correctly, update the account codes, and generate credit invoices to the appropriate vendors.

Employee # ▲	Name	Primary Site	Status	
1	Fourteen, Ben Scrubbed		Active	➔
			Terminated	➔
		999	Active	➔
			Active	➔
		001	Active	➔
11	Cronk, Hilary Scrubbed		Active	➔

**Deductions Available for Refund**  
This tab lists all available deductions that can be refunded.

**Refunded Deductions**  
This tab will display all of the Deduction Refunds that the selected Employee has received.

Check #	Type	Check Date ▼	Gross Pay	Net Pay	Bank Name
0	Check	12/30/2017	\$0.00	\$0.00	
815	Check	05/31/2017	\$2,000.00	\$1,562.39	Bank of USA

Deductions	Refund	Refund Matching?
	<input checked="" type="checkbox"/> 125.00	<input checked="" type="checkbox"/>
SS	<input checked="" type="checkbox"/> \$116.25	<input checked="" type="checkbox"/>
Medicare	<input type="checkbox"/> \$27.19	<input type="checkbox"/>
	<input type="checkbox"/> \$2.17	<input type="checkbox"/>

**Deductions**  
1) Check the boxes next to the Deductions to be refunded.

**Refund**  
2) Enter the number of hours to be refunded.

**Pay Group and Process Date**  
4) Select the Pay Group and Process Date to determine when the refund check will be issued.

**Process Refunds**  
3) Click this button to continue.

**Refund**  
5) Click this button to refund the selected absences.

**Process Deduction Refunds**  
Please select a pay group and a process date to determine when to process the refunds.

Pay Group: [Dropdown]  
Process Date: [mm/dd/yyyy] [Calendar icon]

CANCEL PROCESS

**PROCESS REFUNDS**