*ERS Override for Highly Compensated Employees*

* **Summary:**  *(required)*

 *For those employees who are highly compensated, their ERS contributions need to be overridden in order to allow for a balanced amount to be deducted every month throughout the year.*

* **Navigation:**

 For the employee whom you wish to overridde, navigate to Main Menu 🡪 Payroll for North America 🡪 Payroll Processing USA 🡪 Update Paysheets 🡪 By Payline



**Steps required:**

Once on the payline, go to the “One-Time Deduction” tab, scroll over to a payline detail with Ok to Pay turned on and add the override at the “One-Tie Deduction Data Override” level. Make sure to add both an EE and ER amount.

1. *Navigate to the Payline (navigation above)*
2. Enter emplid to be modified in the search page
3. Navigate to the “One-Time Deduction” tab
4. In the “Payline Details” scroll, make sure to scroll over to a line that has “Ok to Pay” checked. The BSY earnings addl pay number is always a good choice
5. For the chosen Payline Detail, add a new override amount for both the EE and ER deduction at the “One-Time Deduction Data Override” level. Fill in the following fields:
* For employee deduction:
	1. Plan Type –PERS
	2. Benefit Plan –ERSRET
	3. Sales Tax – B
	4. Deduction Class – B (for before tax entry) or P (for Post Tax entry)
	5. Flat/Addl Amount – Amount you wish to have deducted
	6. One-Time Code – Override
	7. Calculation Routine – Flat amount
* For employer deduction:
	1. Plan Type –PERS
	2. Benefit Plan –ERSRET
	3. Sales Tax – B
	4. Deduction Class – P (for Employer Tax entry)
	5. Flat/Addl Amount – Must be the same as Employee override amount
	6. One-Time Code – Override
	7. Calculation Routine – Flat amount
1. Click Save

After you’ve calculated the check and you wish to view the paycheck navigate to Main Menu 🡪 Payroll for North America 🡪 Produce Payroll 🡪 Review Paycheck

