ADDING EXTRA COMPULSORY STUDENT LOAN DEDUCTIONS

1. Hover on *Setup* and click on *Team Manager*:
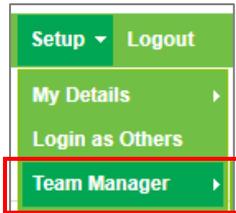
2. Click on the applicable team member:

This will bring you to the following screen:

3. Click on the *Payroll* tab:

4. Scroll down to the *Other Deductions* section:

5. Find the *Compulsory Student Loan Deductions* field:

6. Enter the percentage (generally 41.67%):

7. Select the date the deduction is effective from:
NB: If you don't know the date the deduction goes until, don't worry about selecting the 'To' date, just remember to manually stop this deduction when you know it has finished. Also, ensure the date selected here falls in the applicable pay period, not the pay date.

8. Click *Save*:

Other Deductions

Add Payslip deductions

If dates are left empty, deductions will be included indefinitely.

Category	⚙	Description	Total Amount	From	Amount Per Pay Period	Balance	＋

Regular Child Support Payments :	
Regular Taxable Extra Pay :	
Tax on Extra Pay :	
Compulsory Student Loan Deductions :	41.67 % From Aug 5 2019 to
Voluntary Student Loan Deductions : $	0 from to

Payroll Opening Balances

This only needs to be done once when migrating from another payroll system during the financial year.

Opening Balance Date :	Apr 01 2018 📅
Opening YTD Payments :	0.00
Opening YTD Deductions :	0.00
Opening YTD Non-Taxable Allowances :	0.00

save >>