Payroll Deduction Report

> The Processed Payroll Deduction Report provides administrators with a comprehensive list of all permit payments processed using the payroll deduction method. Its primary purpose is to generate a formatted file that can be submitted to an organization's finance or payroll department for processing. This article is intended for OperationsCommander (OPSCOM) administrators.

Setup and Configuration

No specific configuration is required to access this report. However, the payroll deduction payment option must be enabled and configured within your system for transactions to appear in this list.

For detailed instructions on enabling payment options, please refer to the *Managing Payment Types* page.

Using this Feature

Administrators can use this report to view all processed payroll deductions, review individual transaction details, and export the compiled data for the finance department.

Accessing the Report

1. Hover over **Payments** and click **Processed Payroll Deduction**.
2. Review the refreshed page, which displays a list of all processed payroll deduction transactions.

Key Information Displayed

The report table includes the following key details for each transaction:

- **User Information:** Displays the **Username**, **Staff Name**, **Staff ID**, and **User Type**.
- **Permit & Location Details:** Displays the assigned **Parking Lot**.
- **Process Date:** The date the transaction was recorded in the system.
- **Total:** The total permit amount to be deducted via payroll.
- **Flex Amount:** Displays the flex dollar portion applied to the transaction (if enabled).
- **Confirm Code:** The unique confirmation code assigned to the transaction record.

> If your organization has flex dollars enabled, a separate column will be added to the report. It displays the portion of the transaction, if any, that was paid for using a user's flex dollar balance. Refer to the *Flex Dollars* page to learn more about whether this feature may be useful for your workflow.

Available Actions and Buttons

- **Transaction Number:** Click a specific, hyperlinked transaction number in the list to navigate directly to the full transaction details screen for that payment record.
- **Generate Excel Report:** Click this button located at the top of the report to download the complete list of processed deductions in an Excel (.xlsx) file, formatted for easy submission to a payroll department.

Best Practices and Considerations

- **Establish a submission schedule: It is crucial to establish a clear and consistent schedule for generating and submitting this report to your organization's finance or payroll department.** Aligning on a submission deadline (e.g., two days before the payroll cutoff) ensures that all deductions are processed in the correct pay cycle and helps avoid payment discrepancies.
- **Mind the Flex Dollars column: When flex dollars are in use, the amount in the Transaction Amount column represents the final value to be deducted after the flex dollar payment has been applied.** Ensure your payroll department understands this distinction to avoid incorrect deductions.
- **Establish a communication protocol: Designate a clear point of contact within your team for the finance or payroll department** to reach out to if they have questions or find discrepancies in the report. This ensures issues are resolved quickly and efficiently.

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