Payroll Deduction Settings

> The Payroll Deduction Settings feature allows administrators to control whether users can select payroll deduction as a valid payment method for parking violations and temporary permits. Its primary purpose is to easily toggle these internal payment options on or off during the user checkout process to align with your organization's current financial policies. This article is intended for OPSCOM administrators.

Setup and Configuration

Controlling the availability of payroll deductions is managed through the global system settings. Because these settings use a "disable" logic, administrators must explicitly uncheck the boxes to make the payment options available to end-users.

Admin Configuration

1. Hover over **System Configuration** and click **System Settings**.
2. Click the **Payments** component to open the payment control menu.
3. Locate the payroll deduction settings area within the menu.
4. Enable the **Disable Payroll Deduction for Violations** checkbox to stop users from paying for citations via payroll deduction, or disable the checkbox to allow the payment method.
5. Enable the **Disable Payroll Deduction for Temp Permits** checkbox to stop users from purchasing temporary permits via payroll deduction, or disable the checkbox to allow the payment method.

6. Save your system settings.

Using this Feature

Once configured, the system automatically handles how payment methods are presented to the end-user.

User Checkout Experience

- **Feature Enabled (Checkbox Unchecked):** When a user proceeds to the checkout screen to pay a violation or purchase a temporary permit, "Payroll Deduction" will appear as a selectable option alongside standard payment methods like credit card or account balance.
- **Feature Disabled (Checkbox Checked):** The payroll deduction option is completely hidden from the user's checkout screen for that specific item type.

Best Practices and Considerations

> **Reversing the Logic:** Remember that these settings are framed in the negative. To turn the payroll deduction feature **ON** for your users, you must make sure the respective checkboxes are **disabled** (unchecked).

- **Clear Financial Policies: Ensure your organization has a clear, documented policy** regarding employee eligibility for payroll deductions before allowing this payment method in the system.
- **Permit Types:** Note that this specific configuration targets temporary permits. If your organization handles payroll deductions for long-term or permanent permits, those are typically managed within the individual permit pricing and eligibility settings, rather than this global toggle.

Revision #3
Created 31 March 2025 09:31:31
Updated 2 September 2026 12:37:56