

*You can now add Required Deductions and Contributions in the Bargaining Unit!!*

This is a great place to put Union Dues or other required deductions. If these deductions and contributions are not added in the Employee record, then it will cause a General Error on the Pay22 Payroll Error Report. This report is required when processing Payroll, so the deductions and contributions will not get missed.

## Go to HR/Payroll – Setup –Assignment – Bargaining Units

In the Required Deduction & Contribution fields, use the menu to select the appropriate codes.

The screenshot shows the 'Bargaining Unit' setup screen for unit 40 (SEIU (Classified)). The 'Required Deduction Ids' field is highlighted with a red box and contains the value 'SEIUD {SEIU Dues}'. The 'Required Contribution Ids' field contains the value 'OPEB, OPEBF'. A dropdown menu is open for 'Required Contribution Ids', showing a list of codes and descriptions, with 'OPEB' and 'OPEBF' selected.

Code	Description
OPEB, OPEBF	
BLFECON	Basic Life Contribution
DENCON	Delta Dental Contribution
DISABLY	Ins% Based
DISBSCLS	Disability SCLS
DSBTYRET	Ins Salary Based
HSA	Health Savings Account
HW	H&W Misc Adjustments
MED1CON	Kaiser
MED2CON	SISC
MED5CON	RESIG
OPEB	Post Employee Benefits
OPEBF	Post Employee Benefits Future
STRSDBS	STRS DBS
STRSR	STRS Reduced Workload
TSA403B	Tax Sheltered Annuity
TSA457	Tax Sheltered Annuity
VISCON	VSP Contribution

