REFSCN-Refund of Deduction Processing

overview

REFSCN is used to process a refund of deduction for an employee. For example, a refund of deduction would be necessary if an employee had an insurance deduction withheld for $80.00 and it should not have been deducted. REFSCN allows you to reimburse the total amount or a portion to the employee and reduce the amount sent to the deduction company.

accessing the program

Menu>USPSCN

main menu

```
USPSCN   USPS File Maintenance

   1. BRWSCN      Browse employee and check information
   2. BIOSCN      Biographical data maintenance
   3. DEMSCN      Demographical data maintenance
   4. BENSCN      Benefit data maintenance
   5. JOBSCN      Job/Contract data maintenance
   6. POSSCN      Position data maintenance
   7. PAYSCN      Pay account data maintenance
   8. DEDSCN      Deduction account data maintenance
   9. UPDCAL_CUR  Current payroll data maintenance
  10. UPDCAL_FUT  Future payroll data maintenance
  11. ATDSCN      Absence/Attendance maintenance
  12. MUNSCN      Multiple municipality maintenance
  13. REFSCN      Refund of deduction maintenance
  14. EXIT        Exit program



   Menu: USPSCN Option>

   XX Accept       XX  Help        XX  Exit        XX Next
```

refscn option

```
 Find:  _____        Last Name        First Name
         SSN/ID
          ID        Name
        111111111    JOHN   DOE




 REFSCN    Refund of Deductions
   XX   Top          XX   Find
   XX   Help         XX   Add
   XX   Exit         XX   Delete
   XX   Next         XX   Lockmode
```

Field Definitions

The **SSN/ID** and **Name** fields are filled in according to the employee that is selected when using the F12: Add function.

miscellaneous notes

Refund of Deduction Process

To process the refund of deduction check, the following steps should be taken:

1. Use the DEDSCN option in USPSCN and find the correct deduction record for the employee. Use the modify option and enter a negative amount (amount to reduce the deduction check by and to refund to the employee) in the Error Adjustment field.
   If a special payroll is being run or the employee is not being paid during the regular payroll to reimburse the employee and produce a check for that amount, continue with the following steps.

   REFSCN can be used in conjunction with a regular payroll if the employee is not being paid in that payroll. The steps would be identical except that INICAL would be run normally. The person can not be viewed via UPDCAL_CUR as this will cause the reimbursement to be incorrect. A check for the refund amount will be produced during the regular pay just as they would if a special pay is ran.
   If reimbursement is through a regular payroll in which the employee is being paid, omit the following steps and process the payroll in the normal manner.

2. Run the INICAL program, enter a pay of the month that corresponds to the deduction's pay cycle and select the special payroll option.

3. Add the employee in REFSCN. It is very important to not access UPDCAL_CUR for this employee. Accessing UPDCAL_CUR may cause the incorrect amounts to be paid to the employee.

4. Complete the payroll process by running CALCPAY, CHKPRT, and CHKUPD. During CALCPAY, the amount in the error adjustment field of the applicable deduction is placed in the net pay amount. No other records are processed for this type of check.

5. During CHKUPD, the deduction accumulators are reduced by the amount in the error adjustment field. This reduction includes YTD and QTD amounts. The taxable gross will be automatically updated (assuming the deduction is an annuitized deduction). If the refunded deduction was withheld in a previous calendar year, the total gross will need to be manually updated because the total gross for the current year will not include the original deduction amount.

    NOTE: Processing a Special Payroll For Only Refunds of Deduction:

    CHKUPD requires that a USAS check number is entered before it will process. Because this payroll has no need of a USAS check, the number entered should be the next available number on file. This number will not be actually used on the USAS side, it acts as a dummy to allow CHKUPD to run. Once CHKUPD has been completed, the USAS check number can be reused.

6. The employee will receive a check for the amount of the error adjustment, and this same amount will be withheld from the next deduction check processed for that particular deduction company. Direct deposit employees will receive a physical check rather than a direct deposit check.