



PAYROLL /PERSONNEL
DEDUCTION / REDUCTION REPORT REQUEST
UPAY 643 (R6/01) R1351

REPORT IDENTIFICATION:

Form with fields 3, 4, 5

ADDITIONAL TITLE LINE: (FFFT JUSTIFY -- PROGRAM WILL CENTER)

Form with fields 1, 2, 6 and a long line ending at 55

Gross-to-Net Deductions requested per Report: (From 1 to 15)

Grid of 15 deduction request forms with fields 1-50

REPORT TYPE:

- S - Standard Report
D - Detailed Report

Form field 56

SELECTION CRITERIA:

- A - All employees with any activity
C - List only employees with current activity
S - List only employees with suspended balances

Form field 57

REPORTING SEQUENCE:

- I - Employee Identification Number Order
N- Employee Name Order
C - Employee Social Security Number Order
A - Employee ID within G-T-N Deduction
X - Employee Name within G-T-N Deduction
B - Employee Social Security Number Order within G-T-N Deduction

Form field 58

OPTIONS:

- I - Employee ID included on report
C - Employee ID and Social Security Number included on report

Form field 59

STANDARD REPORT ONLY

- F - Fiscal year-to-date Total
Y - Year-to-date Total

Form field 60

- E - Employment-to-date Total
Q - Quarter-to-date Total
S - Suspended / Prepayment Balance
D - Declining Balance
U - User Defined Balance

Form field 61

- N - Deductions Not Taken

Form field 62

ADDITIONAL OUTPUT:

- T - Tape
C - Cards
blank - none

Form field 63

FREQUENCY (check one): [] - One Time [] - Every Payroll [] Monthly