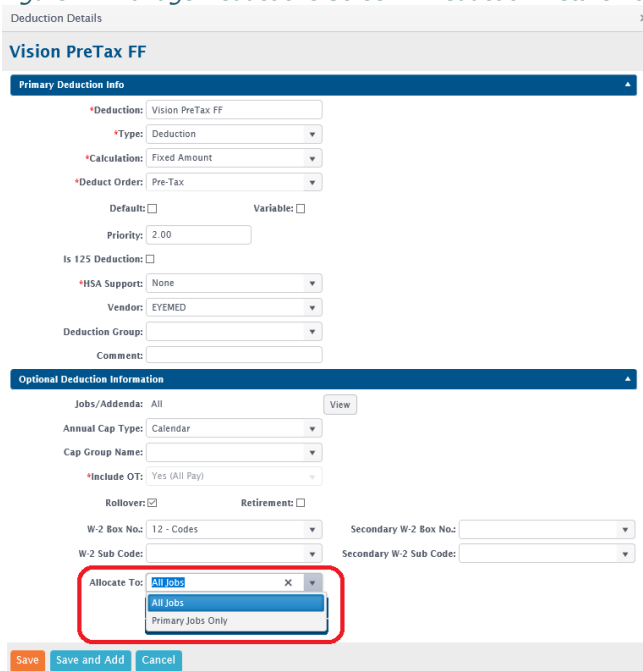# Deductions Allocated to Primary Jobs Only

APTAWEB-5860

The Manage Deductions screen has been improved to add an Allocate To list box in the Optional Deduction Information section. This list box provides the option to allocate employer-paid deductions to all jobs or primary jobs only.

Figure 1: Manage Deductions Screen – Deduction Details Popup

Open the deduction popup window to access the deduction details (Figure 1). In order to set this list box, the deduction must be disabled. The default setting is *All Jobs*, which allocates the employer-paid deductions to all jobs that an employee has on the payroll register. If a user selects *Primary Jobs Only*, employer-paid deductions will be allocated only to the primary jobs that employees have and will not be allocated to supplemental or other non-primary jobs (See Figure 2).

An employee's primary job should be on a payroll register in order for employer-paid deductions to be allocated to primary jobs only. If the primary job is not on the register, AptaFund will look for any approved primary jobs that the employee has. If there are no approved jobs, the register will submit, but the user will receive a message that there is no primary job being paid on the register, and the employer-paid deduction will not calculate.

NOTE: Deductions can be configured as "FTE Benefit", and also allocated to *Primary Jobs Only*. If an employee has at least one primary job, but no jobs paid on the register have a FTE greater than zero, the register will submit. However, the user will receive a message that no jobs have a FTE greater than zero, and the employer-paid deduction will not calculate.

Figure 2: Employee Jobs Popup with Primary Job checkbox