

# Correcting a HSA file with a zero contribution

This document outlines the steps needed to correct an HSA file that contains an employee having a zero contribution.

- 1. Go out to [PayrollCD](#) and find the DEDRPT for the pay in question
- 2. Enter a stop date on the employee's DEDSCN for the HSA that has the zero contribution
- 3. You will need to manually enter the board and employer amount found on the DEDRPT in the ACCUM field on each employee's deduction screen.

**DEDRPT**

582 - [REDACTED] HSA [REDACTED]

EMPLOYEE NAME	EMP ID/SSN	ACCOUNT NUMBER	BOARD AMT	EMP AMOUNT	TOTAL
[REDACTED]	[REDACTED]	[REDACTED]	311.52	155.76	467.28
[REDACTED]	[REDACTED]	[REDACTED]	.00	50.00	50.00
[REDACTED]	[REDACTED]	[REDACTED]	337.00	90.00	427.00
[REDACTED]	[REDACTED]	[REDACTED]	.00	25.00	25.00
[REDACTED]	[REDACTED]	[REDACTED]	.00	.00	.00
[REDACTED]	[REDACTED]	[REDACTED]	.00	75.00	75.00
TOTAL FOR Ded Code 582:			648.52	395.76	1,044.28
TOTAL NUMBER OF DEDUCTIONS:			6		

**DEDCN**

Deduction type - Annuity      Name: [REDACTED] HSA [REDACTED]

Fixed or percent: E      Start: 01/01/2020      Max deduct flag: Y

Amount/percent : 155.760      Stop : 00/00/0000      Max deduct amt : 7788.48

Board's share : \_\_\_\_\_      Pay cycle: 4      Ann Acct: \_\_\_\_\_

Error adjustment: \_\_\_\_\_      Modified: 01/03/2020      ACH Xref Code: 00012

Board error adj.: \_\_\_\_\_      ACH dep type: 22      ACH Routing #: [REDACTED]

User Fields: \_\_\_\_\_      ACH Acct: [REDACTED]

Amount 1: \_\_\_\_\_      Amount 2: \_\_\_\_\_

Code 1: \_\_\_\_\_      Code 2: \_\_\_\_\_      Date: 00/00/0000

Text: \_\_\_\_\_

	Accum	QTD Totals	FYTD Totals	YTD Totals
Deduct Total :	_____	<u>311.52</u>	<u>311.52</u>	<u>311.52</u>
Gross pay :	_____	<u>6496.08</u>	<u>6496.08</u>	<u>6496.08</u>
Board share :	_____	<u>311.52</u>	<u>311.52</u>	<u>311.52</u>

**DEDCN - Deduction record data maintenance program**

- 4. Run PAYDED in Projection for that deduction code verify the totals to your previous DEDRPT that you pulled from payrollCD for that pay
- 5. If needed make necessary corrections and run PAYDED in projection until the totals are correct.
- 6. Run PAYDED in Actual for that deduction code.