



Wiztec

Unit 14, Airport East Technology Park, Farmers Cross, Co. Cork, Rep Of Ireland

www.wiztec.ie support@wiztec.ie

1. To create a loan deduction in WizPay select the employee you wish to enter the deduction for and click on **Pay / Deds**

WizPay - [Main Details]

File Edit View Company Payroll Config Reports Processing Help

Current Period: 1 Frequency: Weekly Payroll: Once/Weekly

Emp. No.	Forename	Surname /	Gross Pay	Levy	Tax	PRSI Er	Pension	Vol. Ded.	Nett Pay	PRSI Er	Pen Er	Charge	Pay Type	Tax Basis	Cut Off
0048	FP	Di Matteo	250.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	250.00	Cheque	Period 1	0.00
0049	Carl	Hetherington	300.00	0.00	0.00	0.00	0.00	1.00	299.00	0.00	0.00	300.00	Cheque	Normal	0.00
0050	Alison J	Mathewson-Gr	250.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	250.00	Cheque	Period 1	0.00
0051	Trevor	Stadh	50.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	50.00	Cheque	Normal	0.00
0052	Stephen-James	O'Sullivan	250.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	250.00	Cheque	Normal	0.00
0053	Gregory	Brown	250.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	250.00	Cheque	Normal	0.00
CAR278	Becky	Carlson Smythe	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Cheque		0.00
Powered by Wiztec Totals			1350.00	0.00	0.00	0.00	0.00	1.00	1349.00	0.00	0.00	1350.00			
Emp. No.	Forename	Surname	Gross Pay	Levy	Tax	PRSI Er	Pension	Vol. Ded.	Nett Pay	PRSI Er	Pen Er	Charge	Pay Type	Tax Basis	Cut Off
0048	FP	Di Matteo	250.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	250.00	Cheque	Period 1	0.00
YTD Figures				0.00	0.00	0.00									0.00
Payment			Units	Amount	Total	Deductio	Amount								
Freepay			1	250	250										

Buttons: Pay / Deds, Emp Details, Notes, Bank Deds, Defers Emp, Pay History, Var Entry, Find Emp, Find Next

2. In the following screen click on **Add Deduction**

Data Entry

Employee: 0048 - FP Di Matteo

Exit

Payments

Add Payment Delete Payment

Pay Element	Rate	Units	Total
Freepay	250	1	250

Deductions

Add Deduction Delete Deduction

Deduction Element	%	Amount	Comment

Multiplier to Increase non Percentage Deds: 0

Insurable Weeks this Period: 1



Wiztec

Unit 14, Airport East Technology Park, Farmers
Cross, Co. Cork, Rep Of Ireland

www.wiztec.ie support@wiztec.ie

3. When setting up the loan deduction, make sure that the loan is “Protected” and of type “Increasing Balance”. In the example below there will be 15 deductions of €10 a week.

Employee Deductions - [Insert Mode]

Employee No.

Deduction Type

Deduction Recipient

Employee Contrib

Amount

Percentage of Gross

Deduction Reference

Protect

EMTS

Apply To Holiday

Balance Type

Balance

Actually Deducted

4. Click on and then to save the deduction. Please note that once the deduction is entered it will automatically monitor itself until all has been deducted at which stage it will automatically delete itself.