



PAYROLL UPLOAD PROCESSING SYSTEM (PUPS)

DIOCESE OF BROOKLYN

310 Prospect Park West, Brooklyn, New York 11215

Please list the proper deductions in QuickBooks before uploading a payroll to Who's Where:

1	Dental Pre-Tax
2	Dental - Post Tax
3	Medical Pre-Tax
4	Medical Post-Tax
5	Clergy Pre - Tax
6	Clergy Post - Tax
7	403(b) Loan
8	403 (b) Pre-Tax
9	403 (b) Post-Tax
10	403 (b) Catch Up

To create a new Payroll Deduction in QuickBooks, please follow these steps:

- 1- Select: "Lists"
- 2- Select: "Payroll"
- 3- Select: "Payroll Item List"
- 4- Select (after maximizing window): "New"
- 5- Select: "EZ Setup"
- 6- Select: "Insurance Benefits"
- 7- Make sure both "Medical Insurance" and "Dental Insurance" are checked.
- 8- Select: "Both the employee and company pay portions", then "Payment is deducted before taxes"
- 9- Select: "Group Medical Insurance Trust".
- 10- Select: "I don't need a regular payment schedule for this item."

Please repeat Steps 8-10 to create your Dental Insurance deduction.

Note: In order to be in compliance with the Affordable Care Act, you must split 'Cafeteria 125' into two separate deductions; Medical (Pre-Tax or Post-Tax) and Dental (Pre-Tax or Post-Tax).