

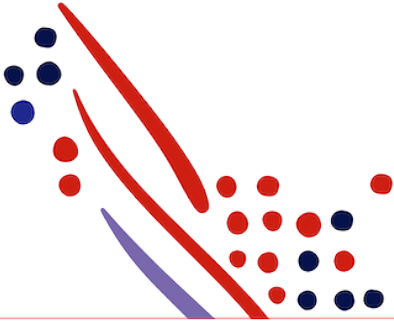


Guide

# Confluence test

Published on  
May 24, 2024, 08:46 AM

Last modified  
May 24, 2024, 09:00 AM



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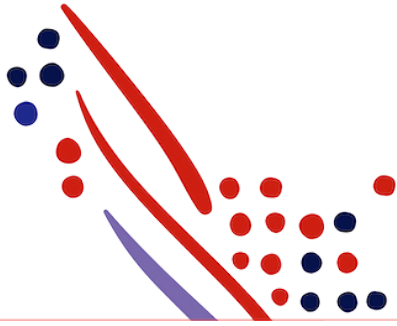
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Published on  
May 24, 2024, 08:46 AM

Published on  
May 24, 2024, 09:00 AM



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## About Voluntary Deduction Policies

Workforce Now Next Gen enables a fully self service, policy based payroll setup, that can be completed by a client, without needing to contact ADP. A policy is an ADP defined set of statutory and functional rules to process a specific deduction such as medical or 401K. Policies have all the rules built into it then process a specific type of deduction. Policies are coarse grained and can process multiple deductions, employer contributions or imputed income within the same policy. For example: A medical policy can have a pre-tax deduction, a post tax deduction, a post tax admin fee, an employer contribution and multiple imputed income values.

There are currently 60+ voluntary deduction policies that are available to clients and each one of them has it's own structure and pay elements. Policies are structured constructs with multiple global categories as well as inputs and result codes. Image below depicts a typical policy structure. Each policy belongs to a parent category, has a policy type identifier, one or more offerings and multiple inputs and outputs. A medical policy has a category of 'Health and Welfare', policy type of 'Medical', offering of 'PrePostTax' and result codes as described above (Pre Tax Contr., Post Tax Contr., Admin Fee, ER Contr., Imputed Income(s)).

Clients have ability to select these policies from the library and configure them for use. This is called a client policy instance. Client can have multiple instances of the same policy type. For example: A client can have two medical policy instances, one to process deductions for their Aetna plan and another one to process Aflac.

Since policies are complex constructs, Workforce Now Next Gen has written a policy adapter that generates 'flat codes' from each client policy instance for policies to work with existing APIs. Leveraging the policy structure the adapter generates deduction codes that are unique for a clients setup. These deductions then can be setup using payroll instructions API. When an external application calls Workforce Now Next Gen APIs the policy adapter converts policy constructs into codes and responds to the caller. When an external application sends codes to WFN Next Gen for starting or stopping a deduction, adapter again converts them into policy constructs.

Voluntary Deduction Policies can be accessed within Workforce Now Next Gen by navigating to **Setup** **Payroll** **Policy Manager** and filtering on **Voluntary Deductions**. Here is an example of a medical policy instance. In this example, client has 3 separate policy instances.