

## How do I Exclude Auto Pay Standard Additions and Deductions

The **Generate Auto Pay Transactions** process automatically creates a transaction for each Auto Pay employee in the selected **Pay Frequency**.

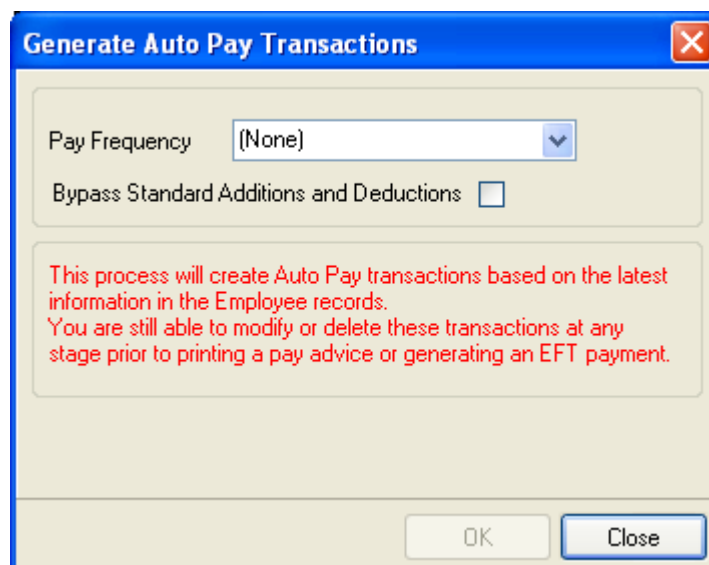
The transaction for each employee consists of their standard Auto Pay amount for the pay period, their standard Additions or Deductions, and any applicable Tax and Superannuation calculated on these payments.

When processing Auto Pay Transactions it is possible to generate the Auto Pay and exclude standard additions and deductions if required.

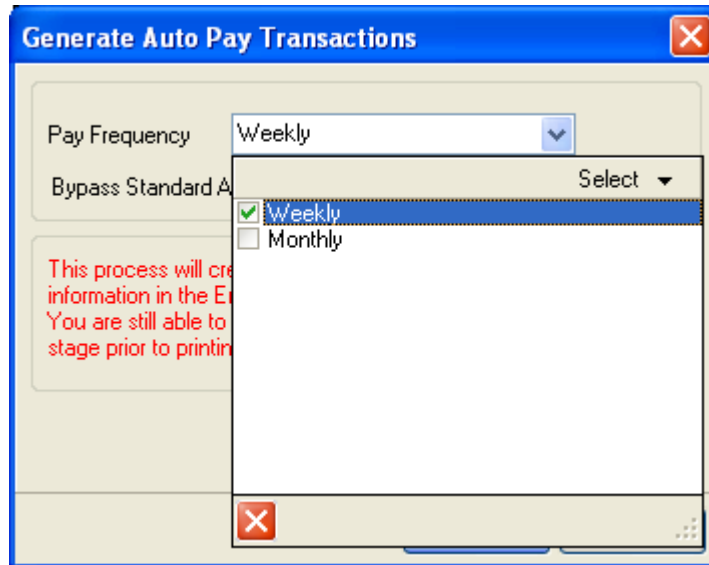
### Example - Exclude Auto Pay Standard Additions and Deductions

The Auto Pay transaction can be processed to exclude standard additions and deductions. For example, this may be used for a bonus or commission run.

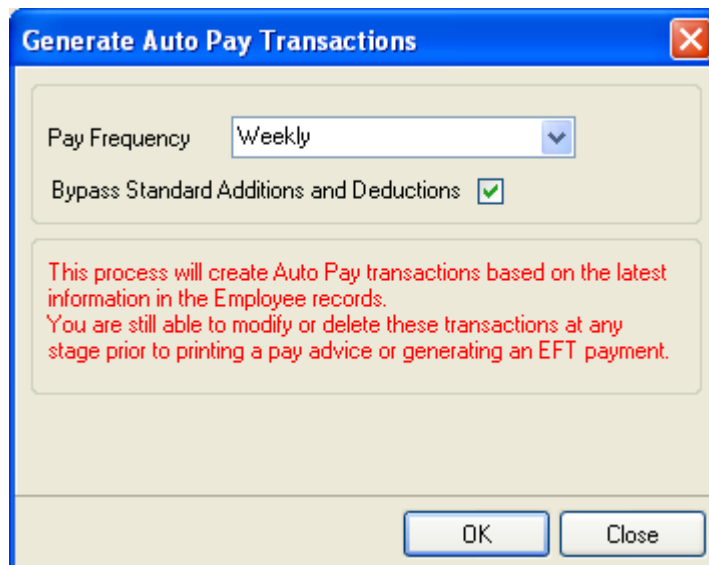
- 1 To generate Auto Pays, select [Transactions](#) > [Enter Pays](#) > [Generate Auto Pay Transactions](#).



- 2 Click on the **Pay Frequency** dropdown list and select the Pay Frequency that you wish to generate Auto Pay Transactions for.



- 3 Select the **Bypass Standard Additions and Deductions** check box. The **Bypass Standard Additions and Deductions** check box should be selected if you do not want to include standard additions and deductions in the auto pay.



- 4 Click **OK**.  
The Progress Log will display.
- 5 Click **Close** once the **Process complete** message is displayed.