



ARCHDIOCESE OF
NEW ORLEANS

Setting up GTL (Group Term Life Auto-calculation)

A new **GTL** deduction code has been set up for the Archdiocese of New Orleans that will replace the existing **GTL** code. This new code will eliminate the need to set up GTL as an earning and a deduction. You only have to set it up once, the system will do the calculations automatically each pay period.

1. To add a new GTL deduction, click on the icon **New Deduction**.
2. Select from the company deduction listing **GTL**.
3. Enter in the total coverage amount (coverage + base) in the **Original Limit** field.
4. Click **Save** either at the bottom or top of the screen.

Employee Voluntary Deductions

Voluntary Deduction Description
 GTL - GROUP TERM LIFE

Amount	Percent	Limit	Original Limit	Arrears
Remaining Limit	Current Arrears		\$79,000.00	

Optional Parameters:

Behavior GTL calc based on age/annual limit		Frequency One time GTL annual calc or catchup	
Rank	Take	ID	CS State
Allow Partials Yes - Allow partials	Max Makeup <input type="text"/>	Vendor Setup <input type="text"/>	
Labor Override <input type="text"/>	Labor Distribution <input type="text"/>		

Updating Original Limit in GTL (Group Term Life Auto-calculation)

There are two occasions when the original limit would need to be updated to correctly auto-calculate for the staff member's Group Term Life.

1. When an employee has a rate/salary change.
2. At the **first pay period in January** at the new calendar year, **recalculate the rate ONLY** for those who hit an age-reduction birthday that year, of age 65, 70, 75 and 80.