

Extract - HRS8500

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Human Resources > Utilities > Employee Benefits Interface > Extract

This tab is used to create a text file that can be used with a third-party employee benefits system. The extract process always creates two text files (one with employee demographic information, and the other with current employee deduction information).

Notes:

Substitute employees are not included in the extract process.

XTRA jobs (regardless of pay type) are not included in the extract process.

Only deduction codes that have an **Extract Ded Cd** (extract deduction code) on the deduction code table are extracted.

Demographic record layout

Deduction record layout

Extract employee benefits:

Under **Year Selection**, select from the following:

- **Current Year**
- **Next Year**

Field	Description
Demo Extract Path	Perform one of the following functions: Type the drive and folder name in which the demographic extract is to be saved (e.g., C:\lakeview). Click **Browse**, and then select the folder to which a copy of the demographic information is to be exported. Click **OK** to select the folder or **Cancel** to close the dialog box without processing. **Note**: The system saves the extract as a text file (e.g., lakeview_500_05-21-2007.txt, where lakeview refers to the district, 500 refers to employee demographics, and 05-21-2007 is the date the extract was performed).

Field	Description
Deduction Extract Path	Perform one of the following functions: Type the drive and folder name in which the deduction extract is to be saved (e.g., C:\lakeview). Click **Browse**, and then select the folder to which a copy of the deduction information is to be exported. Click **OK** to select the folder or Cancel to close the dialog box without processing. **Note**: The system saves the extract as a text file (e.g., lakeview_900_05-21-2007.txt, where lakeview refers to the district, 900 refers to employee deductions, and 05-21-2007 is the date the extract was performed).

Click **Execute** to start the extract process. If any duplicate deduction codes are encountered during the extract process, the system displays a Duplicate Deduction Report. If there are no errors, the error report is not displayed.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

If no errors are encountered during the extract process, or you clicked **Continue** from the Duplicate Deduction Report, the extract report is displayed.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Continue** to proceed.

If the user selects **Process**, an application dialog box is displayed indicating that the data was extracted. Click **OK**.