

Extract - HRS8500

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Payroll > Utilities > Employee Benefits Interface > Extract

This utility 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.

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.

Click **Continue** to proceed.

If you select **Process**, a dialog box is displayed indicating that the data was extracted. Click **OK**.