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Human Resources > Utilities > Employee Benefits Interface > Import Changes Only

This tab is used to import benefit changes on a weekly or periodic basis. This is for active employees only.

To import changes annually, go to Import Annual File - HRS8500.

[Import Changes File Layout](#)

Import benefit changes:

Field	Description
Deduction Import Path	Click Browse , and then select the folder to which a copy of the deductions is to be imported. Click OK to select the folder or Cancel to close the dialog box without processing.

Click **Execute** to start the import process.

- In the application dialog box, verify the path of the import, and click **Yes** to continue the import or No to return to the import dialog box.
- In the archive password dialog box, type a password for this imported file. Click **OK**.
- The files are imported, and a message is displayed indicating the import process completed successfully. Click **OK**.

If any errors are encountered during the import process, an error report is displayed. If there are no errors, the error report is not displayed.

[Review the report.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  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 import process, or you clicked **Continue** from the error report, the import report is displayed.

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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 displays indicating that the data was imported. Click **OK**.