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Payroll > Utilities > Employee Benefits Interface > Import Changes Only

This utility 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, an error report is displayed. [Review the report.](#)

If no errors are encountered during the import process or you clicked **Continue** from the error report, the import report is displayed.

[Review the report.](#)

Click **Continue** to proceed.

If you click **Process**, an application dialog box displays indicating that the data was imported. Click **OK**.