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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. A pop-up window is displayed. Click Choose File. The File Upload dialog box is displayed. Select the desired file to upload and click Open. The file name is displayed. Otherwise, click Cancel to close the dialog box without selecting a file. Click Submit to accept the file and close the pop-up window. Or, click Cancel to cancel the process.

Click **Execute** to start the import process. A message is displayed prompting you to continue.

- Click **Yes** to continue the import.
- Click **No** to cancel the import.

If any errors are encountered, an error report is displayed. [Review the report.](#)

If no errors are encountered during the import process or you click **Continue** from the error report, the import report is displayed. [Review the report.](#)

Click **Process** to continue. A message is displayed indicating the import process completed successfully. Click **OK**.