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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 a 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**.