

Import Annual Changes File Layout

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This file record layout is used to import a text file to create, change, and delete employee deduction records. The file type is tab-delimited text and must have .txt in the file name.

Sequence	Field	Length	Description
1	Employee Social Security Number	9	123456789
2	Extract Deduction Code	6	123456; can be up to six characters; must match deduction code table
3	Employee Amount	7.2	22.00; decimal point must be included
4	Employer Amount	7.2	178.00; decimal point must be included
5	Cafeteria Plan Election	1	Y; must be Y or N



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